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# e810 Licensing System Exporter Manual

NOVEMBER 18, 2021

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The Office of the Associate Administrator  
for Information Management and  
Chief Information Officer

## Table of Contents

<b>Revision History.....</b>	<b>4</b>
<b>1.0 Accessing the System .....</b>	<b>5</b>
1.1 Creating / Registering an Account.....	5
1.2 First Time Login .....	7
1.3 Forgot Username/Password.....	7
1.4 Dashboard Overview.....	8
1.5 Updating User Profile.....	9
<b>2.0 Exporter Roles .....</b>	<b>9</b>
<b>3.0 Account Administration .....</b>	<b>11</b>
3.1 Viewing Exporters.....	12
3.2 Managing Registered Users.....	13
3.3 Adding Additional Users.....	14
3.4 Managing Foreign Entities.....	15
3.5 Managing Foreign Nationals.....	16
3.6 Managing Accounts.....	18
<b>4.0 Submissions .....</b>	<b>18</b>
4.1 General Authorization Reporting (810.6(a)) .....	19
4.1.1 Foreign Entity .....	20
4.1.2 Application Team.....	22
4.1.3 Transaction Information.....	23
4.1.4 Contract Information .....	24
4.1.5 Upload Documents.....	25
4.1.6 Submission Queue Screen .....	27
4.2 General Authorization – Operational Safety (810.6(c)).....	28
4.2.1 Foreign Entity .....	29
4.2.2 Application Team.....	31
4.2.3 Transaction Information.....	32
4.2.4 Contract Information .....	33
4.2.5 Upload Documents.....	34
4.2.6 Submission Queue Screen .....	36
4.3 General Authorization Reporting, Deemed Export (810.6(a) or 810.6(b)) .....	37
4.3.1 Foreign National.....	38
4.3.2 Application Team.....	41
4.3.3 Upload Documents.....	42
4.3.4 Submission Queue Screen .....	44
4.4 Request for Determination (810.5).....	45
4.4.1 Foreign Entity .....	46
4.4.2 Application Team.....	48
4.4.3 Upload Documents.....	49
4.4.4 Submission Queue Screen .....	51
4.5 Specific Authorization Request (810.7).....	52

4.5.1 Foreign Entity .....	53
4.5.2 Application Team.....	55
4.5.3 Transaction Information.....	56
4.5.4 Contract Information .....	57
4.5.5 Upload Documents.....	58
4.5.6 Submission Queue Screen .....	60
4.6 Specific Authorization Request, Deemed Export (810.7).....	61
4.6.1 Foreign National.....	62
4.6.2 Application Team.....	65
4.6.3 Upload Documents.....	66
4.6.4 Submission Queue Screen .....	68
<b>5.0 Reviewing Request History .....</b>	<b>68</b>
5.1 Viewing All Requests .....	68
5.2 Filtering Requests .....	70
5.3 Completing a Draft Request .....	71
5.4 Adding a report, amending or renewing a Specific Authorization .....	72
5.5 Deleting Requests which are in Draft status.....	73

# E810 Exporter Manual

## Revision History

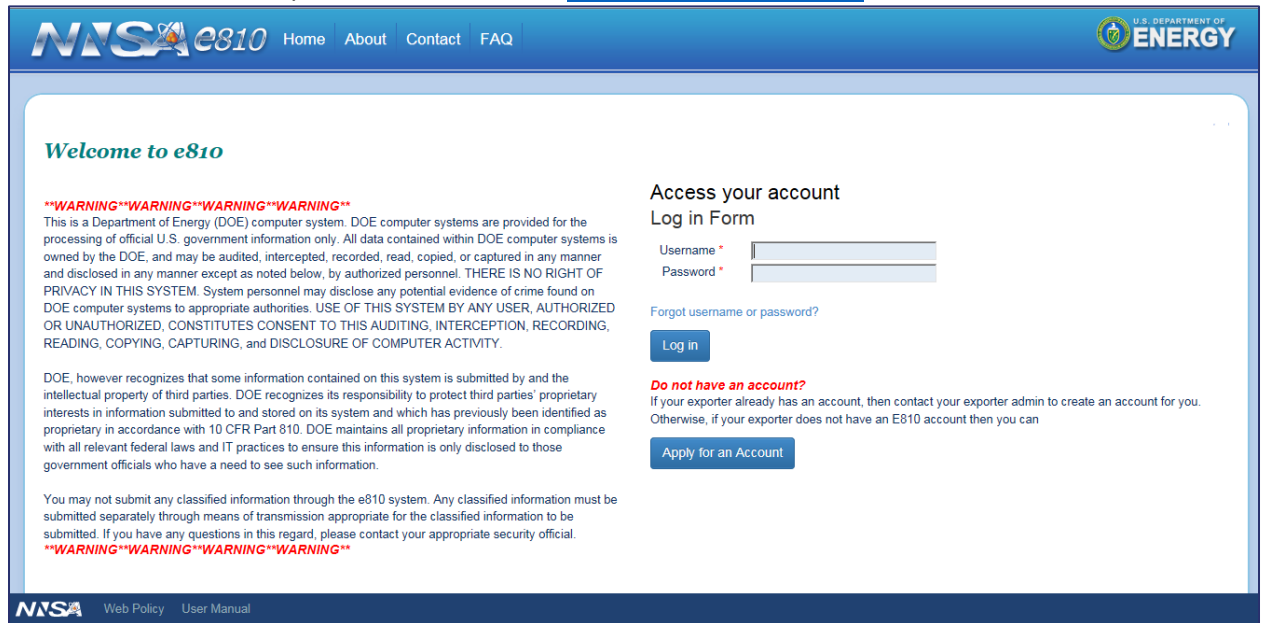
Version Number	Date	Description	Author(s)	Approver
1.0	04/08/2015	Draft	Greenfeld, Jason	
1.0	12/09/2016	Updates		Harding, Margaret
2.0	10/31/2019	Updates	Chimmalagi, Hema	
	11/14/2019	Reviewed	Stubblefield, David	
3.0	10/19/2021	Added missing text from earlier version. Reviewed & added text for new Cyber controls	Dasika, Bob Perry, Dave	Harding, Margaret
3.1	11/18/21	Add Rules of Behavior pop-up window	Perry, Dave	Lyman, Andrew

## 1.0 Accessing the System

Before you can access the system and submit submissions you must first create/register an account.

### 1.1 Creating / Registering an Account

1. To create an account. Open a web browser to: <https://e810.energy.gov>



The screenshot shows the e810 Licensing System Landing Page. The header includes the NNSA e810 logo, navigation links (Home, About, Contact, FAQ), and the U.S. Department of Energy logo. The main content area is titled "Welcome to e810" and contains a warning message: "\*\*WARNING\*\*WARNING\*\*WARNING\*\*WARNING\*\*". Below the warning, there is a paragraph of text stating that this is a DOE computer system and that all data contained within is provided for the processing of official U.S. government information only. It also mentions that the system is owned by the DOE and may be audited, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner except as noted below, by authorized personnel. There is no right of privacy in this system. System personnel may disclose any potential evidence of crime found on DOE computer systems to appropriate authorities. Use of this system by any user, authorized or unauthorized, constitutes consent to this auditing, interception, recording, reading, copying, capturing, and disclosure of computer activity. Below this, there is a paragraph stating that DOE recognizes that some information contained on this system is submitted by and the intellectual property of third parties. DOE recognizes its responsibility to protect third parties' proprietary interests in information submitted to and stored on its system and which has previously been identified as proprietary in accordance with 10 CFR Part 810. DOE maintains all proprietary information in compliance with all relevant federal laws and IT practices to ensure this information is only disclosed to those government officials who have a need to see such information. At the bottom of the main content area, there is a paragraph stating that you may not submit any classified information through the e810 system. Any classified information must be submitted separately through means of transmission appropriate for the classified information to be submitted. If you have any questions in this regard, please contact your appropriate security official. Below this, there is another warning message: "\*\*WARNING\*\*WARNING\*\*WARNING\*\*WARNING\*\*". On the right side of the page, there is a section titled "Access your account" with a "Log in Form". It includes fields for "Username \*" and "Password \*", a "Forgot username or password?" link, a "Log in" button, and a "Do not have an account?" link. Below the "Do not have an account?" link, there is a paragraph of text stating that if your exporter already has an account, then contact your exporter admin to create an account for you. Otherwise, if your exporter does not have an E810 account then you can. At the bottom of the page, there is a footer with the NNSA logo and links to "Web Policy" and "User Manual".

Figure 1-1 e810 Licensing System Landing Page

2. Next click on 'Apply for Account' button.
3. You will be directed to the Account Signup page. Here you enter in your information. Once you have completed the form, click 'Register'.

Figure 1-2 Registration Page

4. On clicking the 'Register' button, a pop-up window will be displayed that shows the Rules of Behavior text. You will be required to acknowledge this request by selecting the 'I Agree' button. If you accept, the pop-up window will close and your request will be submitted. If you select the 'Cancel' button, the pop-up window will close and return to the registration page. Clicking on the 'X' is the same as clicking the 'Cancel' button.

5. A green banner will appear with the following text  
"Account was successfully added. It must be approved before you can log in. An email was sent to you to verify your account."
6. Before an Admin can approve your account, you must verify your email. An email will be generated and sent to the email you provided upon registration. Please click the link within 24

hours (only click the link once). A green banner will appear. "Account verified and is under review by Part 810 administrator."

7. You will receive an email notifying you when your account has been approved.

## 1.2 First Time Login

Once you have received your approval email. You can then access the system with the username and password that was created upon registering.

1. Open a web browser to: <https://e810.energy.gov>
2. Next, log in with the Username and Password you created upon registration; if you copy and paste the password, please make sure you don't copy the space at the end of the password.
3. Upon first log in you will be navigated to your dashboard and ready to access the system.

## 1.3 Forgot Username/Password

If you have forgotten your username or password, please follow the instructions listed below:

1. Open a web browser to: <https://e810.energy.gov>
2. Click the 'Forgot username and password?' link.

**NNSA e810 Home**

**Welcome to e810**

**\*\*WARNING\*\*WARNING\*\*WARNING\*\*WARNING\*\***  
This is a Department of Energy (DOE) computer system. DOE computer systems are provided for the processing of official U.S. government information only. All data contained within DOE computer systems is owned by the DOE, and may be audited, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner except as noted below, by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may disclose any potential evidence of crime found on DOE computer systems to appropriate authorities. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS AUDITING, INTERCEPTION, RECORDING, READING, COPYING, CAPTURING, and DISCLOSURE OF COMPUTER ACTIVITY.

DOE, however recognizes that some information contained on this system is submitted by and the intellectual property of third parties. DOE recognizes its responsibility to protect third parties' proprietary interests in information submitted to and stored on its system and which has previously been identified as proprietary in accordance with 10 CFR Part 810. DOE maintains all proprietary information in compliance with all relevant federal laws and IT practices to ensure this information is only disclosed to those government officials who have a need to see such information.

You may not submit any classified information through the e810 system. Any classified information

**Access your account**  
**Log in Form**

Username \*

Password \*

[Forgot username or password?](#)

**Do not have an account?**  
If your exporter already has an account, then contact your exporter admin to create an account for you. Otherwise, if your exporter does not have an E810 account then you can

**NNSA** [Web Policy](#) [User Manual](#)

Figure 1-3 e810 Licensing System Landing Page

3. Next, enter in the email that you registered the account with.
4. An email containing a temporary password will be generated and sent to the email entered.
5. Next, log in with your username and the temporary password provided; if you copy and paste the password, please make sure you don't copy the space at the end of the password in the email. You will be prompted to reset your password. Once you have updated your password, click 'Update'. The system has now updated your account to reflect the change. You can now access the system.

## 1.4 Dashboard Overview

Upon login your default dashboard will appear.

The top part will have your 'Logout' button.

Underneath that you will see five tabs:

- **Home** – This will take you back to your dashboard
- **About** – Contains information about Part 810
- **Contact** – Who to contact if you need assistance
- **FAQ** – Commonly asked questions
- **Exporters** – Contains all exporters that are associated with this account. You can search, edit, and view their information here.

In the Middle of the page you will find your links to:

- **Submit a request** – This link allows you to open a new submission
- **View request history** – Here you can view submitted, completed, or draft submission.
- **Edit user information** – Here you can update your user profile and password information.

At the bottom you will have access to the following forms:

- **Web Policy** – This link contains information on our web policy.
- **User Manual** – This link contains this manual that you are reading.

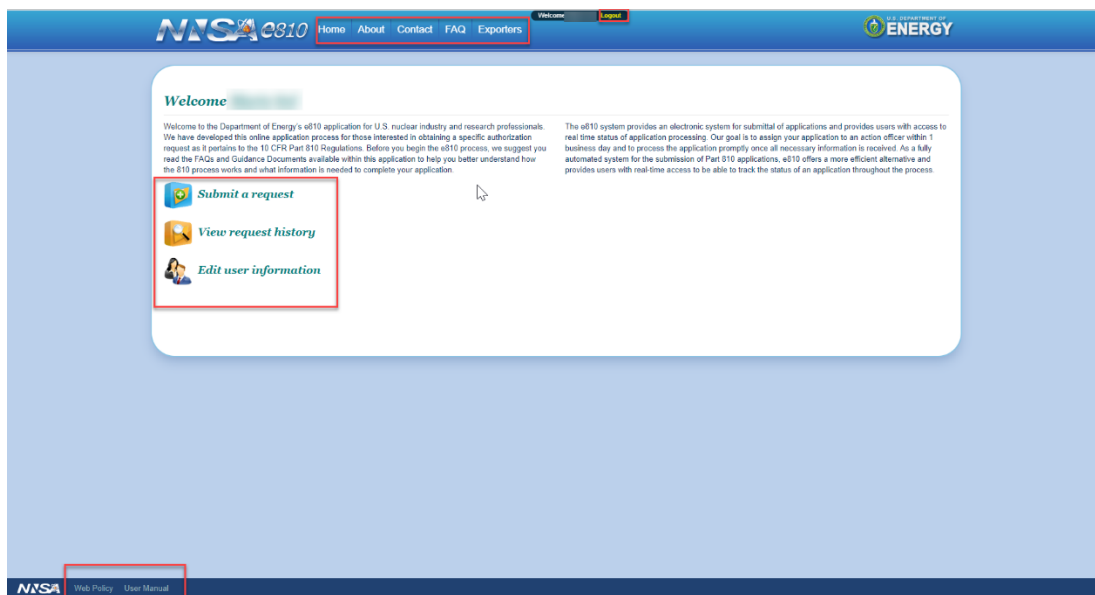


Figure 1-4 Home Page



## 1.5 Updating User Profile

To update your user profile and password. Click on 'Edit user information.' link.



Figure 1-5 Home Page

Next, you will be directed to the Edit Profile page.

Here the screen is split into two sections. You have your user information to the left of the screen and your password information to the right.

To update your profile, make your changes and click 'Save Profile'. Your page will refresh, and your account will now reflect the changes.

To the Right of the screen. You can update your password. On clicking the 'Save Password' button, a pop-up window will be displayed that shows the Rules of Behavior text. You will be required to acknowledge this request by selecting the 'I Agree' button. If you accept, the pop-up window will close and your password will be reset. If you select the 'Cancel' button, the pop-up window will close and your password will not be reset. Clicking on the 'X' is the same as clicking the 'Cancel' button.

Rules Of Behavior

By clicking in the box below you are acknowledging that you have read, understood, and will comply with the following rules of behavior:

- 1) Accounts cannot be shared. Each account is tied to a single person.
- 2) Do not share your username and password with others, or publish it in a public forum.
- 3) If you no longer require an account on e810, send a notice to [Part810@nnsa.doe.gov](mailto:Part810@nnsa.doe.gov)
- 4) E810 is intended for submissions related to 10 CFR Part 810. Do not use for any other purpose.

I Agree
Cancel

To return to your Dashboard, click on the 'Back' button.

## 2.0 Exporter Roles

There are three different Exporter roles within the system: Exporter Manager, Exporter Coordinator and Outside Counsel. These roles are designed to allow exporters to limit users abilities within the system to see and/or modify aspects of applications, foreign entities and foreign nationals.

### Exporter

Exporter is an individual, company, or entity that is filing the submission.

### Exporter Manager

An Exporter Manager is an individual who assists with managing the submissions for the exporter.

### Outside Counsel

Outside counsel can be but is not limited to a legal perspective. They can manage multiply exporters at once. They will also be able to review and submit on behalf of the exporters.

The table below shows the relationships:

Function	Exporter Manager (EM)	Exporter Coordinator (EC)	Outside Counsel (OC)
Invite users to Exporter	X		
Assign roles to Team members	X		
Create Foreign Entities	X	X	
Create Foreign Nationals	X	X	
Create Submissions	X	X	
Edit Submissions, including associated Foreign Entities and Nationals	X	X	X
Submit Requests	X	X	X

## 3.0 Account Administration

This section reviews the functions within the Exporters option.

1. Click on the Exporters link (

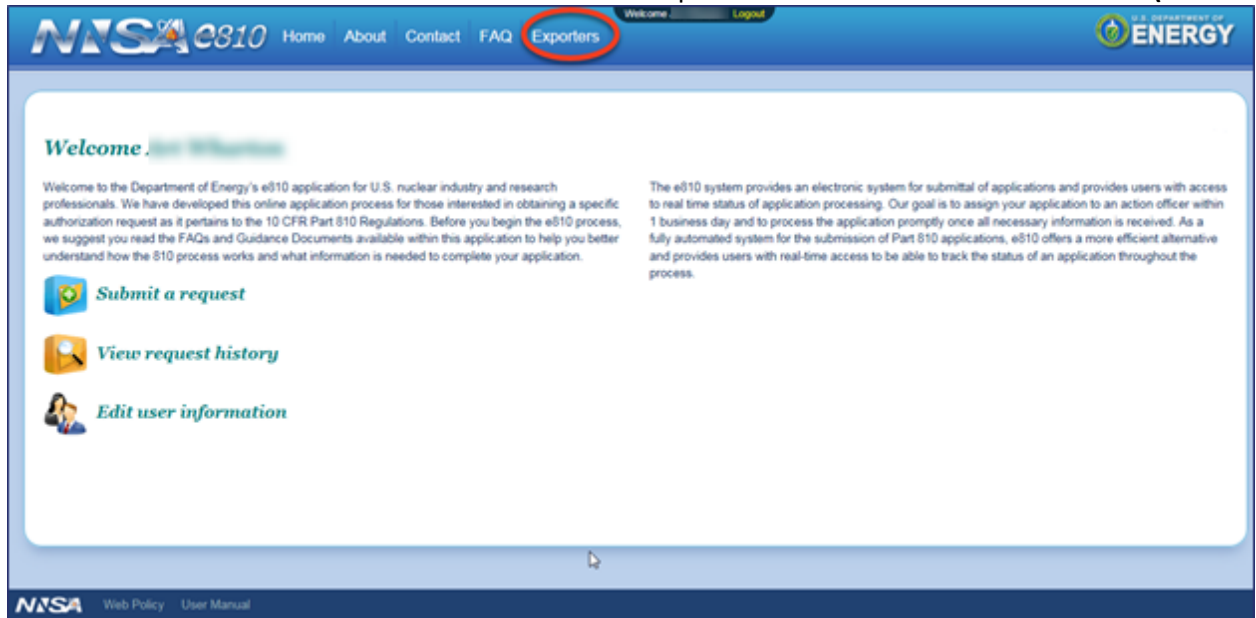


Figure 0-1).

2. On the Exporters Screen (

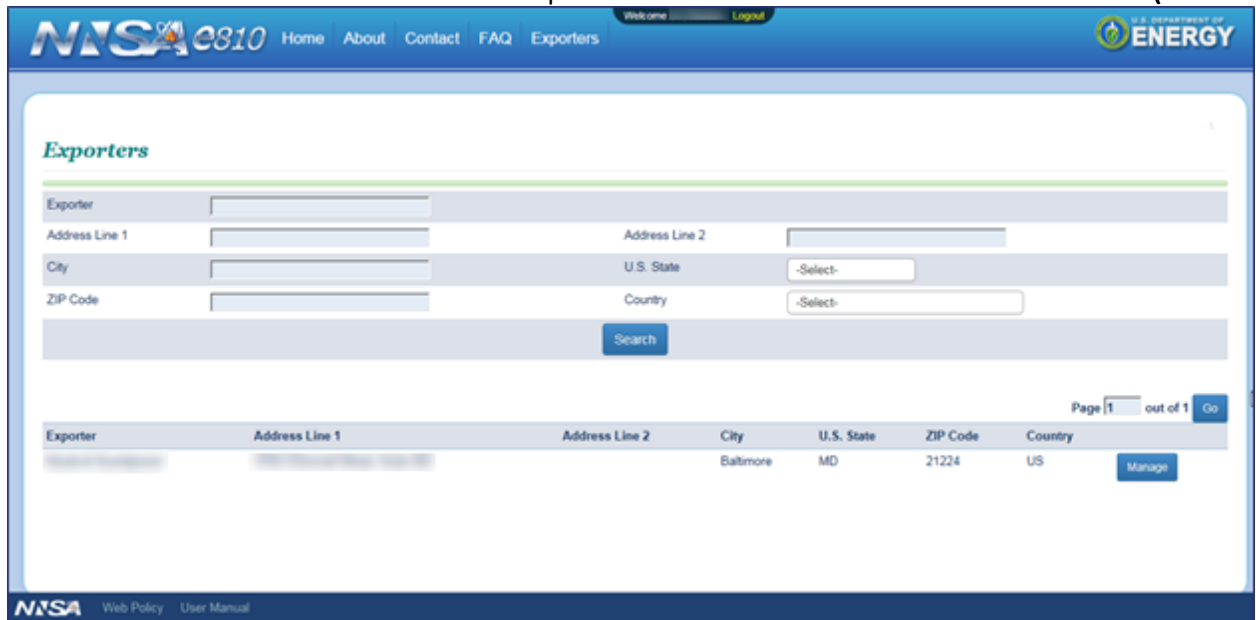
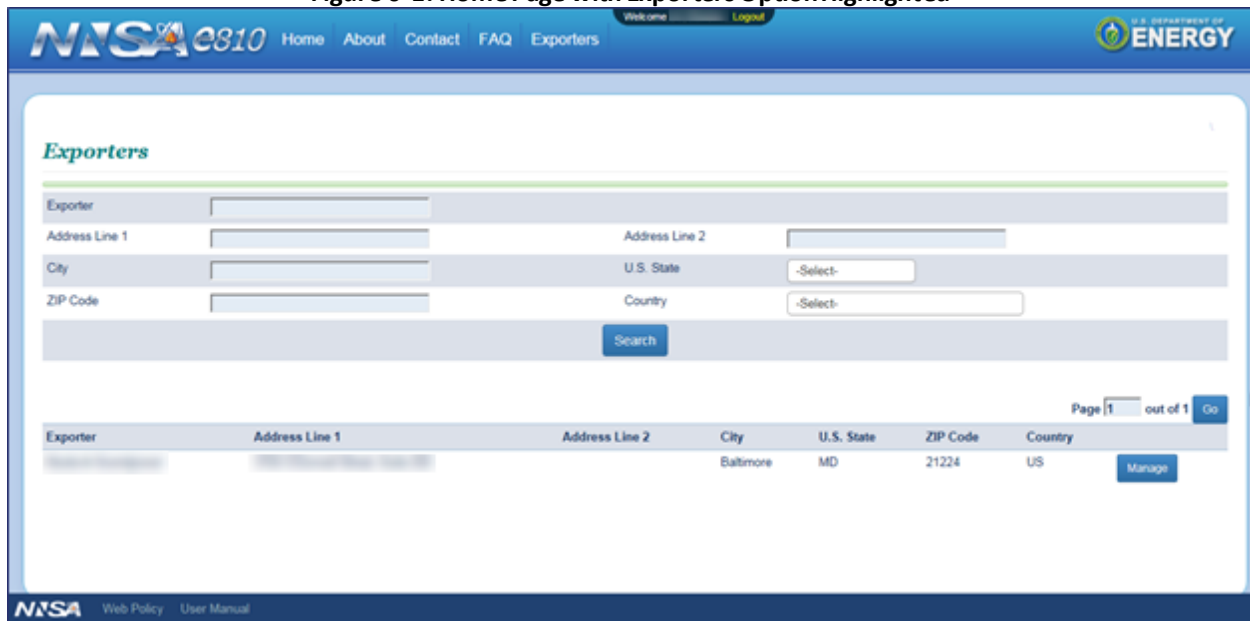


Figure 3-2: Exporter Summary Screen), you will see all of the Exporters to which you are a member.



**Figure 0-1: Home Page with Exporters Option Highlighted**



**Figure 3-2: Exporter Summary Screen**

The Exporter summary screen allows the user to search of a specific Exporter by any of the fields at the top of the screen.

### 3.1 Viewing Exporters

- To view the Exporters information, click on the Exporters tab link (

The screenshot shows the NNSA e810 web application interface. The top navigation bar includes links for Home, About, Contact, FAQ, and Exporters. The main content area is titled "Exporters" and features a search form with fields for Exporter, Address Line 1, Address Line 2, City, U.S. State (dropdown), and ZIP Code. A "Search" button is located below the form. Below the search form, a table displays search results. The table has columns for Exporter, Address Line 1, Address Line 2, City, U.S. State, ZIP Code, and Country. A single result is shown for Baltimore, MD, with ZIP Code 21224 and Country US. A "Manage" button is located to the right of the result. The footer includes the NNSA logo and links for Web Policy and User Manual.

Figure 3-2: Exporter Summary Screen1) and the Exporters screen comes up (

This screenshot is identical to the one above, showing the NNSA e810 web application interface with the "Exporters" search form and a table containing one result for Baltimore, MD.

Figure 3-2: Exporter Summary Screen2).

Click on 'Manage' button in (

**Exporters**

Search Form:

- Exporter:
- Address Line 1:
- Address Line 2:
- City:
- U.S. State:
- ZIP Code:
- Country:
- 

Table:

Exporter	Address Line 1	Address Line 2	City	U.S. State	ZIP Code	Country	
Studsvik Scandpower			Baltimore	MD	21224	US	<input type="button" value="Manage"/>

Page 1 out of 1

**Figure 3-2: Exporter Summary Screen2), depending on the users role on the Exporter Details screen (**

**Exporter Details - Studsvik Scandpower**

Tabs: **Exporter Details** | Registered Users | Register Additional Users | Foreign Entities | Foreign Nationals

Form Fields:

- Exporter:
- Address Line 1:
- Address Line 2:
- City:
- ZIP Code:
- State:
- Country:
- 

**Figure 0-33)** different amount of details are available. Exporter Manager can view all the tabs in (

**NNSA E810** Home About Contact FAQ Exporters Welcome Logout U.S. DEPARTMENT OF ENERGY

**Exporter Details - Studsvik Scandpower**

Exporter Details Registered Users Register Additional Users Foreign Entities Foreign Nationals

**Exporter**

Exporter \*

Address Line 1 \*

Address Line 2

City \*

ZIP Code \*

State \*

Country

Save

NNSA Web Policy User Manual

**Figure 0-33).** Exporter Coordinator does not see the “Register Additional Users” tab and Outside Counsel can see only the Exporter Details tab.

**NNSA E810** Home About Contact FAQ Exporters Welcome Logout U.S. DEPARTMENT OF ENERGY

**Exporter Details - Studsvik Scandpower**

Exporter Details Registered Users Register Additional Users Foreign Entities Foreign Nationals

**Exporter**

Exporter \*

Address Line 1 \*

Address Line 2

City \*

ZIP Code \*

State \*

Country

Save

NNSA Web Policy User Manual

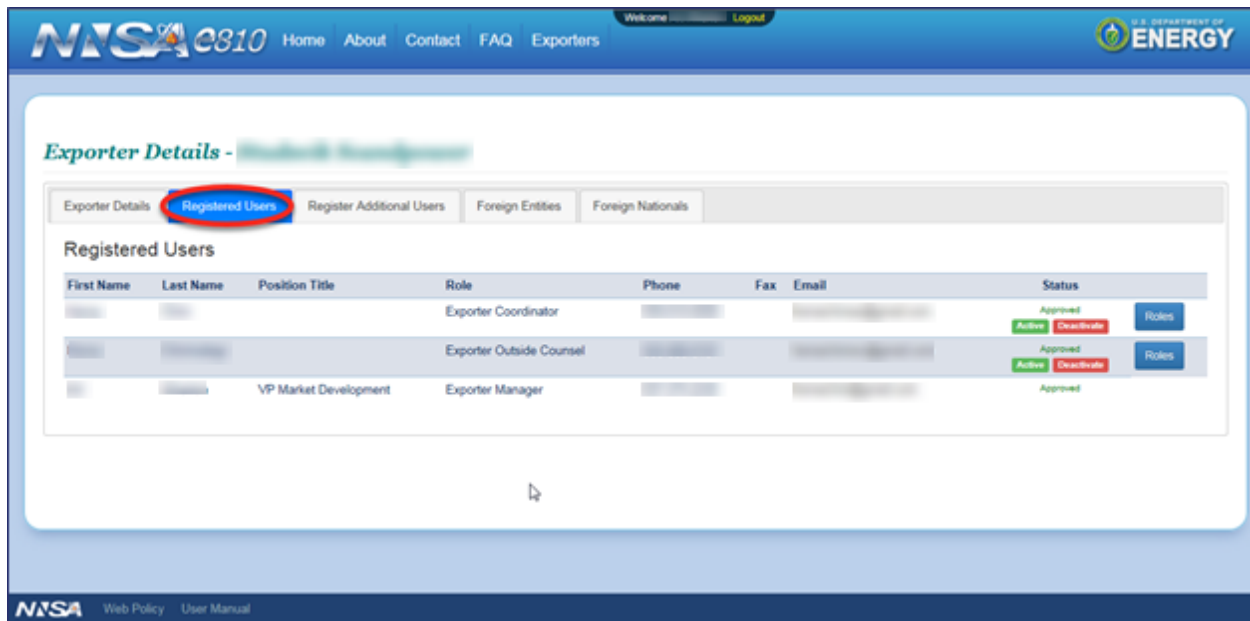
**Figure 0-3: Exporter Details Screen**

## 3.2 Managing Registered Users

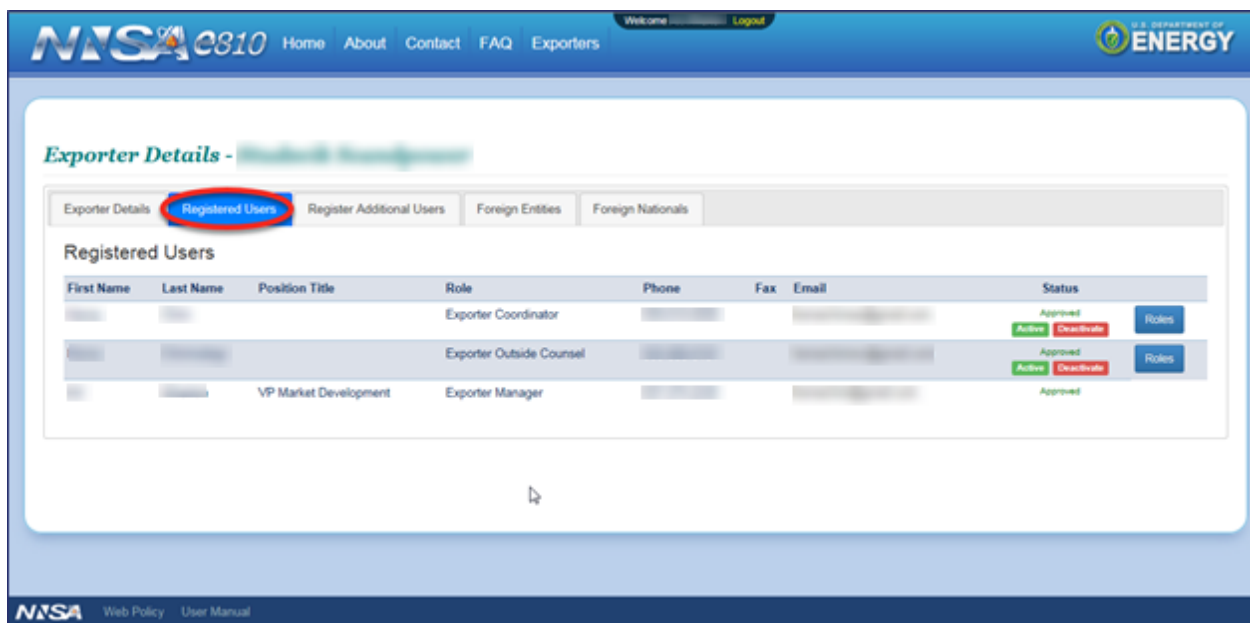
Exporter Managers and Coordinators can view and manage existing Registered Users in the Exporter:

Click the Registered Users tab to view the users that are not only registered in the system, but also are associated with your account (





**Figure 0-42).** Export Managers can activate or deactivate Registered Users. Export Co-coordinators do not have that option.



**Figure 0-42 Registered Users Screen**

### 3.3 Adding Additional Users

Exporter Managers can add additional users to the exporter team.

1. Click on the Register Additional Users tab.
2. Complete the two e-mail fields to register a new user (

The screenshot shows the NNSA E810 web application interface. At the top, there is a navigation bar with links: Home, About, Contact, FAQ, Exporters. The main content area is titled 'Exporter Details - [Redacted]'. Below this, there are several tabs: 'Exporter Details', 'Registered Users', 'Register Additional Users' (which is highlighted with a red circle), 'Foreign Entities', and 'Foreign Nationals'. The 'Register Additional Users' tab is active, displaying a form titled 'New User Information for'. The form contains the following fields: Email, Confirm Email \*, Prefix, First Name \*, Last Name \*, Suffixes, Title/Division, Country of Citizenship \*, United States, Phone Number \*, Fax Number, and Roles (with radio buttons for Exporter Manager, Exporter Coordinator, and Exporter Outside Counsel). At the bottom of the form, there are 'Register' and 'Reset' buttons. The footer of the page includes the NNSA logo and links to Web Policy and User Manual.

**Figure 0-).**

- a. If the e-mail is associated with a current system user, the remaining fields are greyed out and are not filled in.
- b. If the e-mail is not already in the system, the additional information is requested to set up a basic account for the new user.
3. Select an appropriate role based on the permissions described in Section Error! Reference source not found..
4. Click the Register button.

If the user is completely new to the system, they will receive an email stating that they have been added to the system and will provide a temporary password. If the user already exists in the system, then they will receive an email stating that they have been associated with your exporter.

**Exporter Details - [Redacted]**

Exporter Details | Registered Users | **Register Additional Users** | Foreign Entities | Foreign Nationals

**New User Information for**

Email

Confirm Email \*

Prefix

First Name \*

Last Name \*

Suffixes

Title/Division

Country of Citizenship \*

Phone Number \*

Fax Number

**Roles**

☐ Exporter Manager

☐ Exporter Coordinator

☐ Exporter Outside Counsel

NNSA E810 Web Policy User Manual

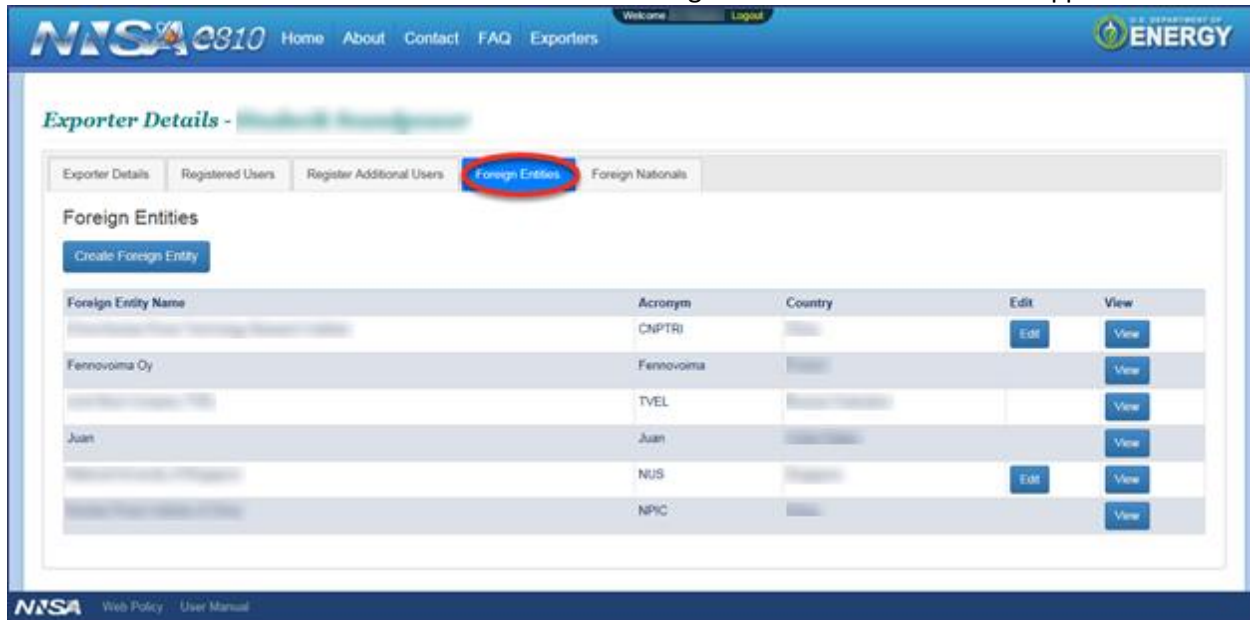
**Figure 0-5: Register Additional Users Screen**

### 3.4 Managing Foreign Entities

Foreign entities can be pre-loaded into the Exporter without association to a specific request. Exporter Manager and Coordinators can create the basic information needed for foreign entities and then add them to requests later. These entities can be revised until they are associated with an active request. Because the request can become a permanent record and data integrity must be maintained while processing requests, foreign entity information must be locked once it is associated with a submitted request. If an entity is associated with more than one request, similar locking occurs to prevent confusion between requests.

- Click on the Foreign Entities tab.

A list of current Foreign Entities appears (



**Figure 0-).** This page allows the user to create new foreign entities, review a list of current foreign entities, view the details for any Foreign Entity and edit the details of Foreign Entities that are not locked.

The Foreign Entities tab

1. Click on “Create Foreign Entity” button to create a new Foreign Entity. Click “Edit” next to a Foreign Entity you wish to modify
2. Complete or modify information on the form in (

The screenshot shows the 'Edit Foreign Entity' form in the NNSA E810 system. The form has a title 'Edit Foreign Entity' and a section 'Foreign Entity'. It contains several input fields: 'Foreign Entity Name', 'Acronym', 'Website', 'Address Line 1', 'Address Line 2', 'City', 'State/Province', 'ZIP/Postal Code', and 'Country'. There are 'Back to List' and 'Save' buttons at the bottom of the form.

**Figure 0-).**

- Click the Save button to save the foreign entity to your company or click the Back to List button to cancel the action and return to the Foreign Entities screen.

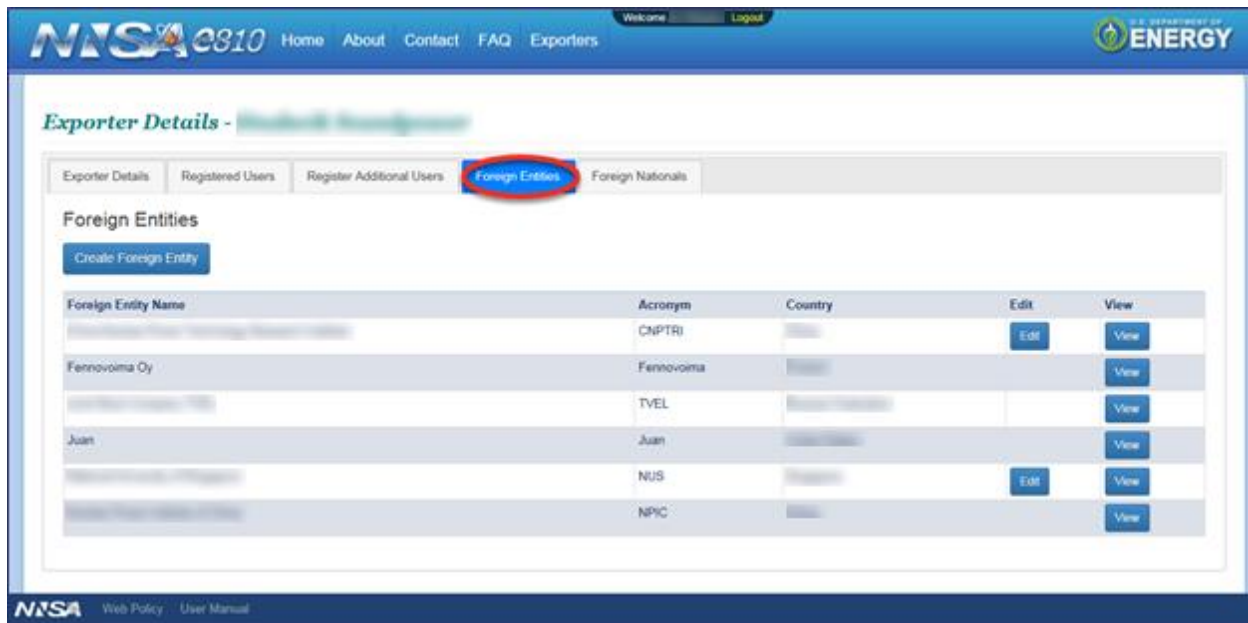


Figure 0-6: Foreign Entities Tab



Figure 0-7: Create Foreign Entity Screen

### 3.5 Managing Foreign Nationals

Foreign National entities can be pre-loaded into the Exporter without association with a specific request. Exporter Manager and Coordinators can create the basic information needed for foreign nationals and then add them to requests later. These foreign nationals can be revised until they are associated with an active request. Because the request can become a permanent record and data integrity must be

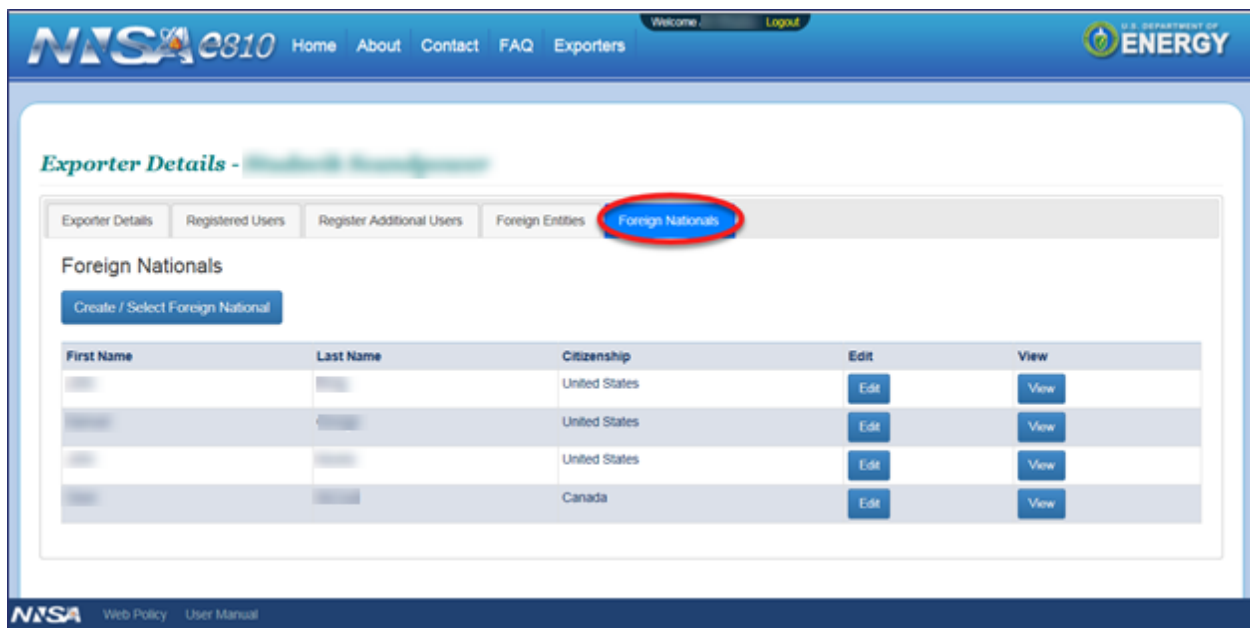
maintained while processing requests, foreign nationals information must be locked once it is associated with a submitted request. If a foreign national is associated with more than one request, similar locking occurs to prevent confusion between requests.

- Click on the Foreign Nationals tab.

A list of current Foreign National appears (**Figure 3-8**). This page allows the user to create new Foreign Nationals entities, review a list of current Foreign Nationals, view the details for any Foreign National and edit the details of Foreign National that are not locked.

The Foreign Nationals tab

1. Click on “Create/Select Foreign National” button to create a new Foreign National. Click “Edit” next to a Foreign National you wish to modify.
2. Complete or modify information on the form in (**Figure 3-9**).
3. Click the Save button to save the Foreign National to your company or click the Back to List button to cancel the action and return to the Foreign National screen.



**Exporter Details - [Redacted]**

Exporter Details | Registered Users | Register Additional Users | Foreign Entities | **Foreign Nationals**

**Foreign Nationals**

Create / Select Foreign National

First Name	Last Name	Citizenship	Edit	View
[Redacted]	[Redacted]	United States	Edit	View
[Redacted]	[Redacted]	United States	Edit	View
[Redacted]	[Redacted]	United States	Edit	View
[Redacted]	[Redacted]	Canada	Edit	View

NNSA E810 Web Policy User Manual

**Figure 3-8: Foreign Nationals Tab**

Figure 3-9: Create Foreign National Screen

### 3.6 Managing Accounts

1. When exporter account managers learn that an account is no longer required (e.g. when users are terminated or transferred, when individuals information system usage or need to know changes), the exporter account manager shall disable or modify the account in the system.
2. The exporter account manager will also conduct a review of users under their purview at least once every 12 months to determine if accounts are no longer required (e.g., because a user has been terminated or transferred, or because individual information system usage or need-to-know changes).
3. The Part 810 team will also send annual e-mail reminders to all users on this requirement.

## 4.0 Submissions

In this section, you will learn how to submit various request types to the e810 Licensing System. The e810 Licensing System is designed as a series of scripts that take the user through these requests in a structured way. Many screens are similar for the various requests.

All requests required at a minimum a signed official request document to be uploaded.

The e810 Licensing System allows you to make the following types of requests:

- General Authorization Reporting (810.6(a)).
- General Authorization – Operational Safety (810.6(c)).
- General Authorization Reporting, Deemed Export (810.6(a) or 810.6(b)).

- Request for Determination (810.5).
- Specific Authorization Request (810.7).
- Specific Authorization Request, Deemed Export (810.7).

Each request type requires information specified in Part 810 or that is useful for processing the request. As you navigate through submission, you will be prompted to provide the information in structured fields. Many fields are selections or check boxes, a few require some text entry.

To begin a Request:

1. Click on “Submit a request” on the Home Page. (Error! Reference source not found.)
2. Select the Exporter for which the Request is being made.

Note: Outside Counsel cannot create NEW requests for exporters. This limitation is to protect the Exporters data.

## 4.1 General Authorization Reporting (810.6(a))

For General Authorization Reporting, the following information is required:

- Foreign Entity or Entities included in the report.
- Application Team – Team Members.
- Transactions – Type of Work and Technologies.
- Contract – Business Details, Project Associated, Start and End Date.
- Official Request Document.

Once information is ready continue through steps below:

1. Under Choose a Submission Type, select General Authorization Reporting (810.6(a)) using the dropdown list. **(Figure 4-1)**
2. Click the Next button.



**Figure 0-1: General Authorization Start Screen**

#### 4.1.1 Foreign Entity

On this screen (

**Figure 0-2),** you will select or add the foreign entities that are part of this request. Managing Foreign Entities for General Authorization is the same process as is covered in Section 0. Adding an Existing Foreign Entity is accomplished by clicking on the “Use Existing Foreign Entity” from the dropdown list and click Save button (

The screenshot shows the 'Submission #1984' page in the NNSA e810 system. At the top, there is a navigation bar with 'Home', 'About', 'Contact', 'FAQ', and 'Exporters' links. A 'Welcome' message and a 'Logout' link are also present. The main content area is titled 'Submission #1984' and contains a form for creating a new foreign entity. The form includes a 'Use Existing Foreign Entity' dropdown menu with '-Select Entity-' as the only option. Below this is a 'Foreign Entity' section with several input fields: 'Foreign Entity Name \*', 'Acronym \*', 'Website', 'Address Line 1 \*', 'Address Line 2', 'City \*', 'State/Province', 'ZIP/Postal Code', and 'Country' (a dropdown menu with '-Select-'). A 'Save' button is located at the bottom right of the form, and a 'Back to List' button is at the bottom left. The footer of the page includes the NNSA logo, 'Web Policy', and 'User Manual' links.

Figure 0-3).

To create a new foreign entity/entities:

1. Click the Create/Select Foreign Entity link (

This screenshot is identical to the one in Figure 0-3, showing the 'Submission #1984' page in the NNSA e810 system. It displays the form for creating a new foreign entity, including the 'Use Existing Foreign Entity' dropdown, the 'Foreign Entity' section with various input fields, and the 'Save' and 'Back to List' buttons. The page layout, including the navigation bar and footer, is the same as in Figure 0-3.

Figure 0-32).

2. Complete the fields in the Create Foreign Entity screen (

**Figure 0-3).**

3. Click Save button.

As an alternative, you may choose to select an existing foreign entity from the Existing Foreign Entity dropdown list (**Figure 4-3**).

1. Click the “Create/Select Foreign Entity” link (**Figure 4-2**).
2. Select the account associated with the desired foreign entity using the dropdown list.
3. Click the Save button to return to the Foreign Entity screen. This screen will allow you to view your newly created Foreign Entity. You will have the ability to Delete, Edit, or Replace the Foreign Entity (**Figure 4-4**).

Once a Foreign Entity has been added to the General Authorization Report request, the screen changes to allow the user to move to the next step (



Figure 0-4).



Figure 0-2: Create New Foreign Entity

Figure 0-3: GA Create/Add Foreign Entity

Foreign Entity Name	Acronym	Country	Edit	Delete
	NUS		<a href="#">View/Edit</a>	<a href="#">Delete</a>

Figure 0-4: Populated Foreign Entity Screen

#### 4.1.2 Application Team

This screen will allow you to choose the application team for the request. Members of the application team will be the only users of the system that will be able to access the specific submission being generated. Note: Exporter Managers are a part of all application teams within an Exporter whether or not they are selected.

1. Review the available names on the left side of the Application Team screen (

**Figure 0-5).** The names are people who have accounts associated with the company you are making the request for.

2. Select team members from the left side using a single click. Selected names will appear on the right side of the screen. Remove team members from the right side using a single click. Names will appear on the left side of the screen.
3. Once the team is selected, you may e-mail the team members to notify them of the request by clicking the “E-mail” button.
4. Click “next” after you are done selecting and notifying the team.

Clicking the double right arrows assigns all team members to the request. Clicking the double left arrows removes all users that have been assigned to the request.

**NNSA E810** Home About Contact FAQ Exporters Welcome Logout U.S. DEPARTMENT OF ENERGY

**Submission #1984**

**General Authorization Reporting (810.6(a)) / Application Team**

Additional Contributors \*

Available Application Team

Filter

Selected Application Team

Filter

Send Email to Team Members:

NNSA Web Policy User Manual

Figure 0-5: Application Team Screen

### 4.1.3 Transaction Information

On this screen (**Figure 4-6**), you will add transaction information about this request.

1. Choose the closest description from the Type of Work dropdown list.
2. Choose the Technologies that are being reported. If “other” is checked, enter additional information in the detail box.
3. Click the Next button.

**NNSA E810** Home About Contact FAQ Exporters

Welcome Logout

**Submission #1984**

**General Authorization Reporting (810.6(a)) / Transaction**

Type of work: -Select Type-

**Technologies \***

- ☐ Chemical conversion and purification of U or Th (§10.2(b)(1)) \*
- ☐ Chemical conversion and purification of Pu or Np (§10.2(b)(2))
- ☐ Nuclear fuel fabrication (§10.2(b)(3))
- ☐ U or Pu or other element isotope separation (§10.2(b)(4))
- ☐ Nuclear reactor (§10.2(b)(5))
- ☐ Development or use of accelerator-driven subcritical assembly systems (§10.2(b)(6))
- ☐ Heavy water production or Hydrogen isotope separation (§10.2(b)(7))
- ☐ Reprocessing of irradiated nuclear fuel or targets containing SNM (§10.2(b)(8))
- ☐ Extraction of Molybdenum-99 for medical use (§10.6(g))
- ☐ Other

**Technology Detail**

Back Next

NNSA Web Policy User Manual

**Figure 0-6: Transaction Information Screen**

#### 4.1.4 Contract Information

On this screen (**Figure 4-7**), you will enter contract information about this request.

1. Choose the closest description from the Business Details dropdown list.
2. Enter in a description for the Facility – Project Associated field.
3. Select a date for the Start Date field.
4. Select a date for the Anticipated End Date field.
5. (Optional) Enter in any comments you may have in the comments field.
6. Click the Next button.



**Figure 0-7: Contract Information Screen**

#### 4.1.5 Upload Documents

In this screen (**Figure 4-8**), you can upload supporting documentation for this request. At a minimum, you must have one document uploaded that is labeled as an Official Request Document before you are able to proceed to the next screen.

1. Click the Upload New File button to be taken to the File Upload screen.
2. Click the Choose File button to select a file to upload from your computer (**Figure 4-9**).
3. (Optional) Enter in a description of the file you are uploading in the Description field.
4. Select document type from the Document Type dropdown list.
5. Click the Save button. You will be returned to the main supporting documents screen where you will see your newly uploaded document. You then have the ability to Delete, Edit, or Replace the document (**Figure 4-10**).
6. Click the Next button.

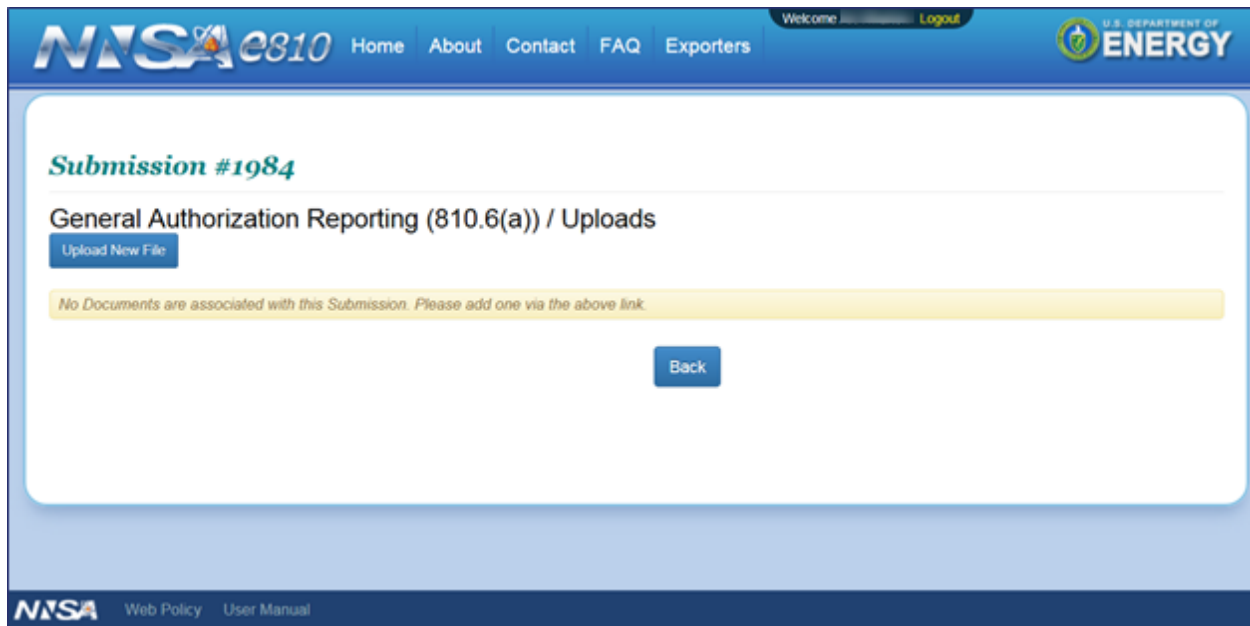


Figure 4-8: Upload File Button Screen

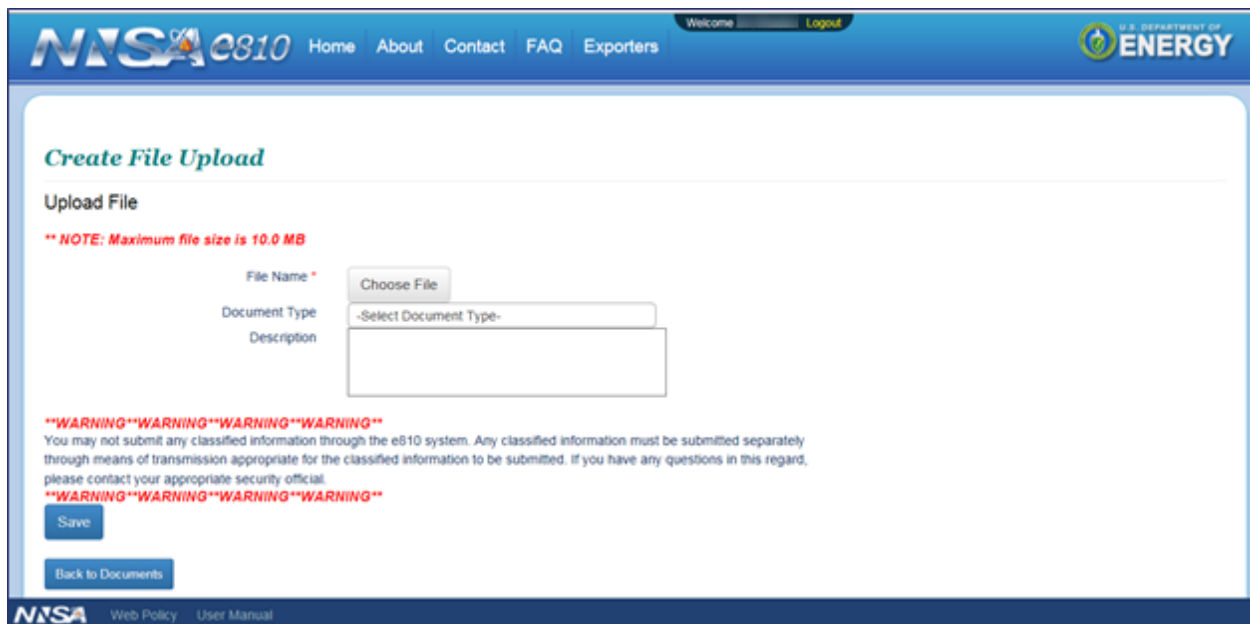
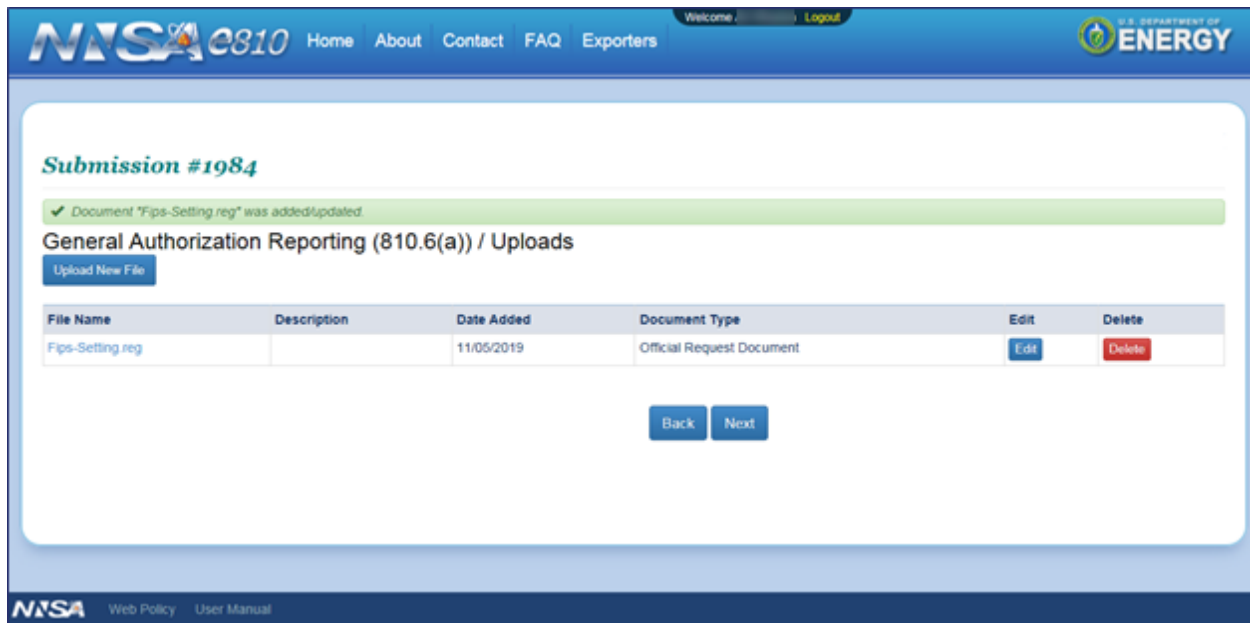


Figure 0-9: File Upload Screen



**Figure 4-10: Main Supporting Documents Screen**

#### 4.1.6 Submission Queue Screen

In this screen (**Figure 4-11**), the User can review the information before submission. This ensures accuracy of all required fields. The Submission Queue also allows the User to revert to the previous screens if the information is missing or not correct.

1. Click the Back Button if the required information is missing or not correct.
2. Once all required information is correct, Click the Submit Button
3. A Confirm Submission popup will appear. Click Yes.

**Submission #1984**

Back Submit Print Email

**Submission Details**

Submission ID \* 1984  
 Date Created 11/04/2019  
 Submission Type General Authorization Reporting (810.6(a))  
 Status Draft  
 Status Date 11/04/2019  
 Requested By [Redacted]  
 Application for Exporter [Redacted]

**Foreign Entities**

Foreign Entity Name	Acronym	Country
[Redacted]	NUS	[Redacted]

**Transaction**

Type of work Operation

**Technologies**

Nuclear fuel fabrication (810.2(b)(3))

Technology Detail

**Contract**

Business Details Operations  
 Facility - Project Associated [Redacted]  
 Anticipated Start Date 11/5/2019  
 Anticipated End Date 11/5/2019  
 Comments

**Documents**

File Name	Description	Date Added	Document Type
Pips-Setting.reg		11/05/2019	Official Request Document

**Application Team**

[Redacted]

**Figure 4-11: Submission Queue Screen**

## 4.2 General Authorization – Operational Safety (810.6(c))

For General Authorization – Operational Safety(810.6(c)), the following information is required:

- Foreign Entity or Foreign Entities.
- Application Team – Team Members.
- Transactions – Value, Type of Work and Technologies.
- Contract – Business Details, Project Associated, Start and End Date.
- Official Request Documents.

Once information is ready continue through steps below:

1. Under Choose a Submission Type, select General Authorization – Operational Safety (810.6(c)) using the dropdown list **(Figure 4-12)**.
2. Click the Next button.

**Figure 0-12 Submission Type Screen**

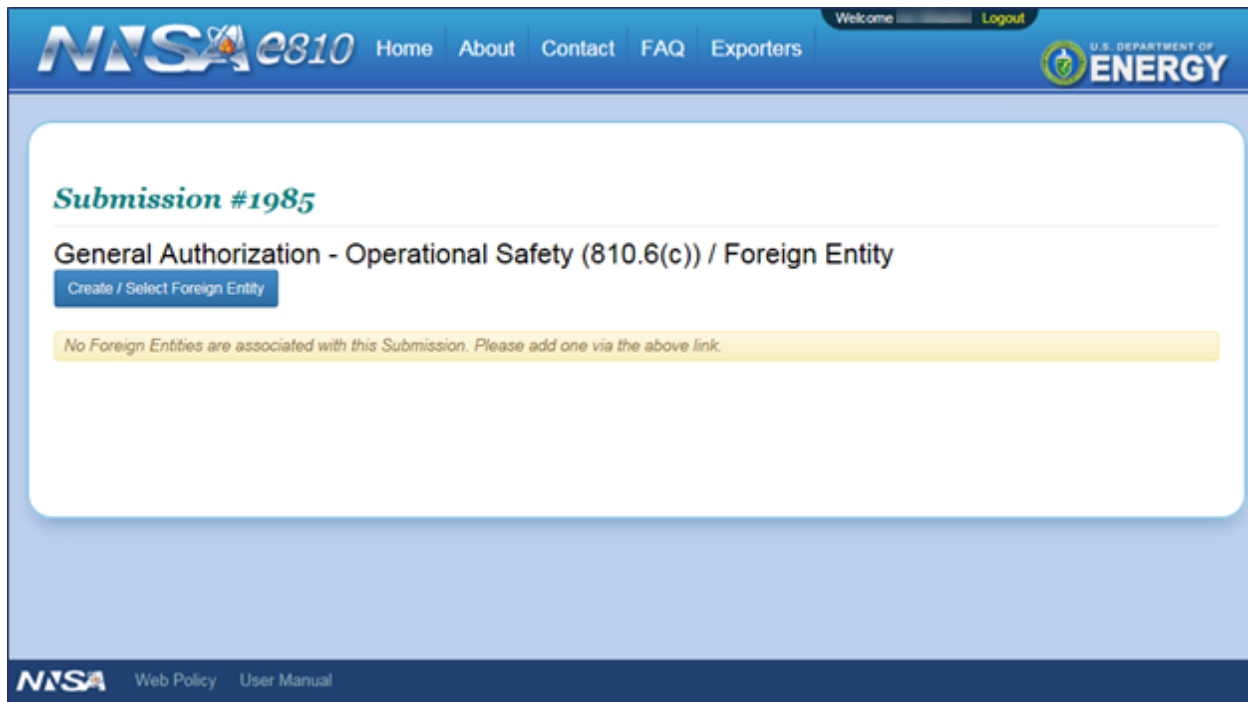
## 4.2.1 Foreign Entity

On this screen **(Figure 4-13)**, you will select or add the foreign entities that are part of this request.

Managing Foreign Entities for General Authorization – Operational Safety (810.6(c)) Report is the same process as is covered in Section 0. Adding an Existing Foreign Entity is accomplished by clicking on the “Use Existing Foreign Entity button” **(Figure 4-14)**.

To create a new foreign entity/entities:

1. Click the “Create/Select Foreign Entity” link **(Figure 4-13)**
2. Complete the fields in the Create Foreign Entity screen **(Figure 4-14)**
3. Click Save button.



**Figure 4-13: Create New Foreign Entity Link Screen**

As an alternative, you may choose to select an existing foreign entity from the Existing Foreign Entity dropdown list (**Figure 4-14**).

1. Click the “Create/Select Foreign Entity” link (**Figure 4-13**).
2. Select the account associated with the desired foreign entity using the dropdown list.
3. Click the Save button to return to the Foreign Entity screen. This screen will allow you to view your newly created Foreign Entity. You will have the ability to Delete, Edit, or Replace the Foreign Entity (**Figure 4-15**).

Once a Foreign Entity has been added to the General Authorization – Operational Safety (810.6(c)) Report request, the screen changes to allow the user to move to the next step (**Figure 4-15**).

**Submission #1985**

Use Existing Foreign Entity \*

**Foreign Entity**

Foreign Entity Name \*

Acronym \*

Website

Address Line 1 \*

Address Line 2

City \*

State/Province

ZIP/Postal Code

Country

Figure 4-14: Create Foreign Entity Screen

**Submission #1985**

✓ Foreign Entity status was successfully added.

**General Authorization - Operational Safety (810.6(c)) / Foreign Entity**

Foreign Entity Name	Acronym	Country	Edit	Delete
	NUS		<input type="button" value="View/Edit"/>	<input type="button" value="Delete"/>

Figure 4-15: Foreign Entity Screen

## 4.2.2 Application Team

This screen will allow you to choose the application team for the request. Members of the application team will be the only users of the system that will be able to access the specific submission being generated. Note: Exporter Managers are a part of all application teams within an Exporter whether or not they are selected.

1. Review the available names on the left side of the Application Team screen (**Figure 4-16**). The names are people who have accounts associated with the company you are making the request for.
2. Select team members from the left side using a single click. Selected names will appear on the right side of the screen. Remove team members from the right side using a single click. Names will appear on the left side of the screen.
3. Once the team is selected, you may e-mail the team members to notify them of the request by clicking the “E-mail” button.
4. Click “next” after you are done selecting and notifying the team.

Clicking the double right arrows assigns all team members to the request. Clicking the double left arrows removes all users that have been assigned to the request.

**Figure 4-16: Application Team Screen**

### 4.2.3 Transaction Information

On this screen (**Figure 4-17**), you will add transaction information about this request.

1. Enter in a numerical value in the Transaction Value field.
2. Choose the closest description from the Type of Work dropdown list.
3. Choose the Technologies that are being reported. If “other” is checked, enter additional information in the detail box.
4. Click the Next button.



**Submission #1985**

**General Authorization - Operational Safety (810.6(c)) / Transaction**

Transaction value (US\$) \*

Type of work

**Technologies \***

- ☐ Chemical conversion and purification of U or Th (810.2(b)(1)) \*
- ☐ Chemical conversion and purification of Pu or Np (810.2(b)(2))
- ☐ Nuclear fuel fabrication (810.2(b)(3))
- ☐ U or Pu or other element isotope separation (810.2(b)(4))
- ☐ Nuclear reactor (810.2(b)(5))
- ☐ Development or use of accelerator-driven subcritical assembly systems (810.2(b)(6))
- ☐ Heavy water production or Hydrogen isotope separation (810.2(b)(7))
- ☐ Reprocessing of irradiated nuclear fuel or targets containing SNM (810.2(b)(8))
- ☐ Extraction of Molybdenum-99 for medical use (810.6(g))
- ☐ Other

**Technology Detail**

NNSA Web Policy User Manual

**Figure 4-17: Transaction Information Screen**

#### 4.2.4 Contract Information

On this screen (**Figure 4-18**), you will enter contract information about this request.

1. Choose the closest description from the Business Details dropdown list.
2. Enter in a description for the Facility – Project Associated field.
3. Select a date for the Anticipated Start Date field.
4. Select a date for the Anticipated End Date field.
5. Enter in any comments you may have in the comments field.
6. Click the Next button.

**Figure 4-18: Contract Information Screen**

#### 4.2.5 Upload Documents

In this screen (**Figure 4-19**), you can upload supporting documentation for this request. At a minimum, you must have one document uploaded that is labeled as an Official Request Document before you are able to proceed to the next screen.

1. Click the Upload New File button to be taken to the Upload File screen.
2. Click the Choose File button to select a file to upload from your computer (**Figure 4-20**).
3. (Optional) Enter in a description of the file you are uploading in the Description field.
4. Select document type from the Document Type dropdown list.
5. Click the Save button. You will be returned to the main supporting documents screen where you will see your newly uploaded document. You then have the ability to Delete, Edit, or Replace the document (**Figure 4-21**).
6. Click the Next button.

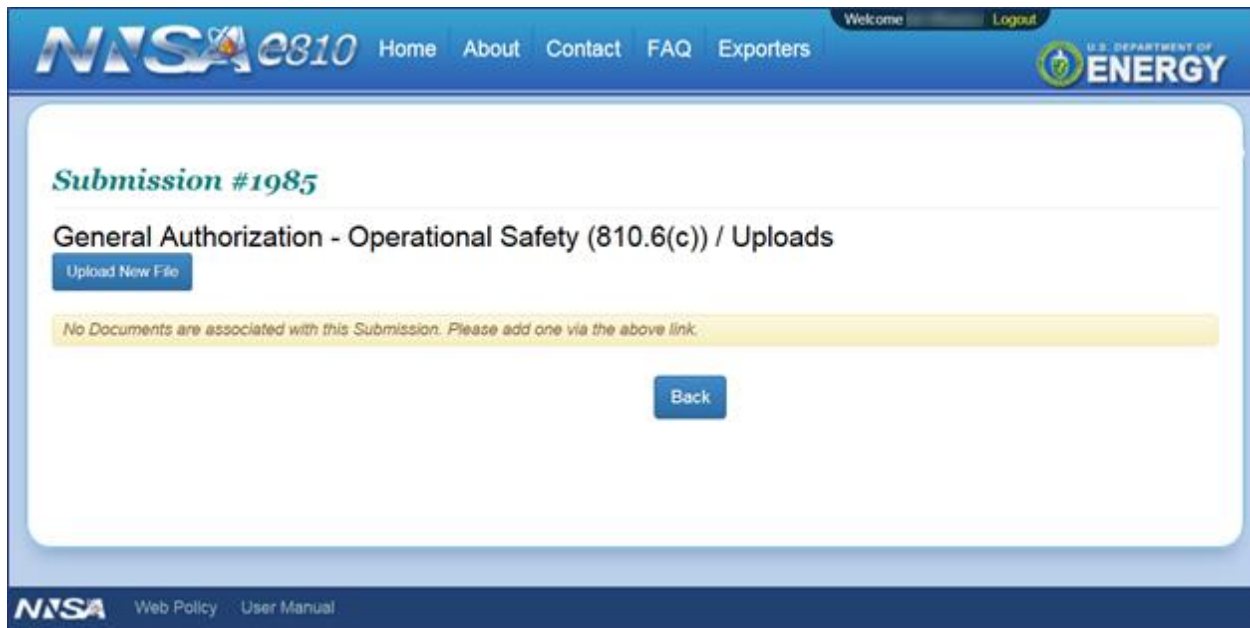


Figure 4-19: Upload New File Button Screen

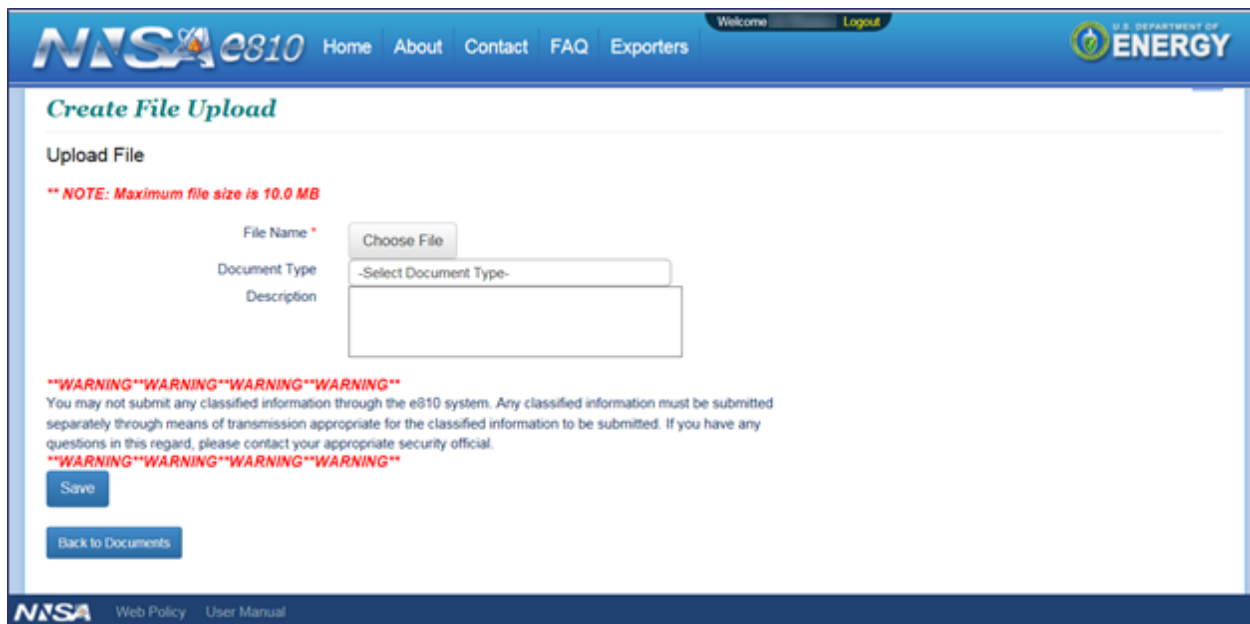


Figure 4-20: Upload New File Screen

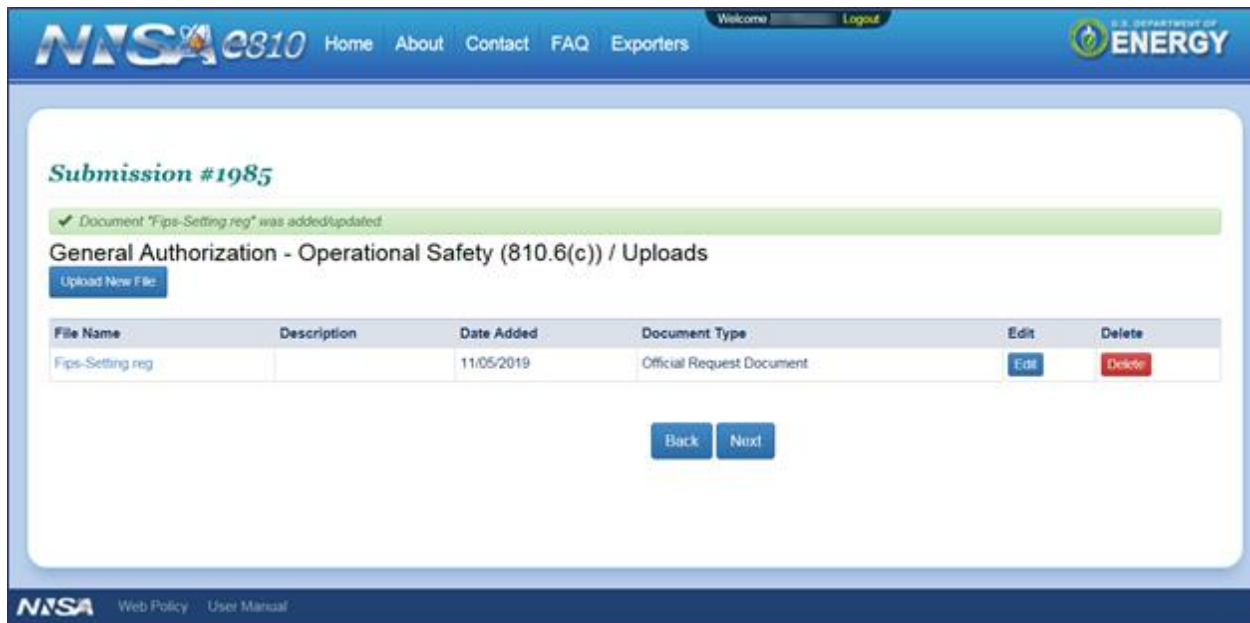


Figure 4-21: Main Supporting Documents Screen

#### 4.2.6 Submission Queue Screen

In this screen (**Figure 4-22**), the User can review the information before submission. This ensures accuracy of all required fields. The Submission Queue also allows the User to revert to the previous screens if the information is missing or not correct.

1. Click the Back Button if the required information is missing or not correct.
2. Once all required information is correct, Click the Submit Button
3. A Confirm Submission popup will appear. Click Yes.

**Submission #1985**

Back Submit Print Email

**Submission Details**

Submission ID \* 1985  
 Date Created 11/05/2019  
 Submission Type General Authorization - Operational Safety (810.6(c))  
 Status Draft  
 Status Date 11/05/2019  
 Requested By [Redacted]  
 Application for Exporter [Redacted]

**Foreign Entities**

Foreign Entity Name	Acronym	Country
[Redacted]	NUS	[Redacted]

**Transaction**

Transaction value (US\$) \$120.00  
 Type of work Construction

**Technologies**

Nuclear fuel fabrication (810.2(b)(3))

Technology Detail

**Contract**

Business Details Joint R & D  
 Facility - Project Associated [Redacted]  
 Anticipated Start Date 11/5/2019  
 Anticipated End Date 11/5/2019  
 Comments

**Documents**

File Name	Description	Date Added	Document Type
Pips-Setting.reg		11/05/2019	Official Request Document

**Application Team**

[Redacted]

**Figure 4-22: Submission Queue Screen**

### 4.3 General Authorization Reporting, Deemed Export (810.6(a) or 810.6(b))

For General Authorization Reporting, Deemed Export (810.6(a) or 810.6(b)), the following information is required:

- Foreign National.
- Application Team.
- Official Request Documents.

Once information is ready continue through steps below:

1. Under Choose a Submission Type, select General Authorization Reporting, Deemed Export (810.6(a) or 810.6(b)) using the dropdown list, (**Figure 4-23**).

2. Select a GAR\_DE Type by clicking on the radio button (**Figure 4-23**).
3. Click the Next button.

**Figure 4-23: Submission Type Screen**

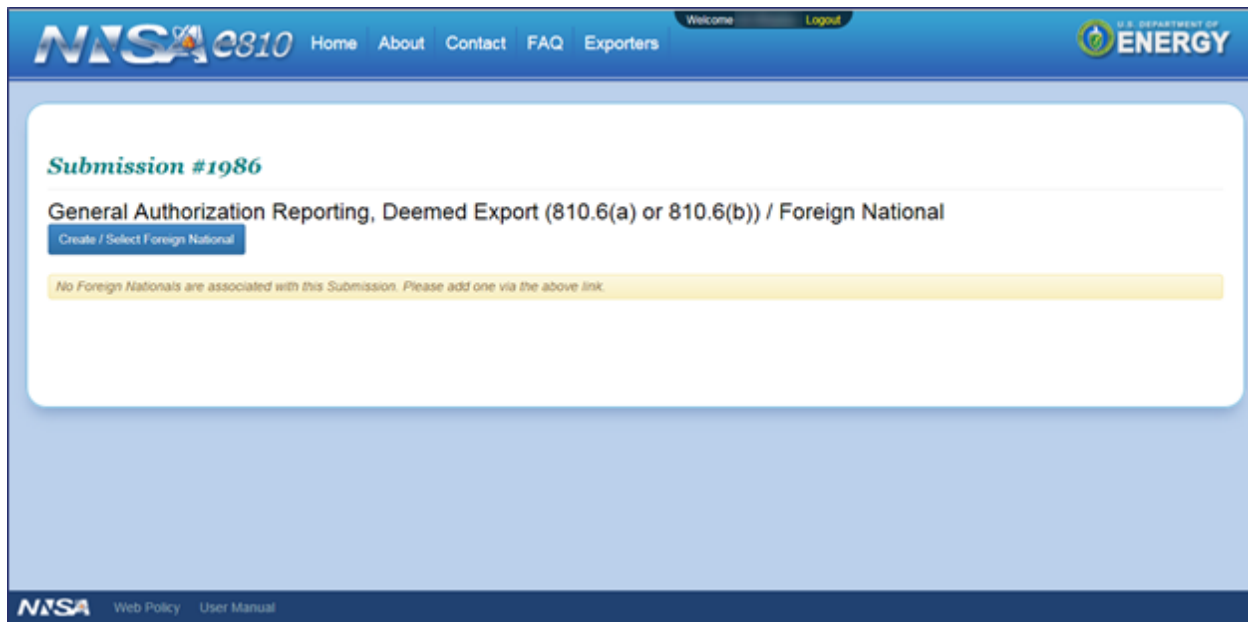
### 4.3.1 Foreign National

On this screen (**Figure 4-24**), you will select or add foreign nationals that are part of this request.

To create a new foreign national:

1. Click the “Create/Select Foreign National” link (**Figure 4-24**).
2. Complete the fields in the Create/Select Foreign National screen (**Figure 4-25**).

3. Click Save button.



**Figure 4-24: Create New Foreign National Link Screen**

As an alternative, you may choose to select an existing Foreign National from the “Use Existing Foreign National” dropdown list **(Figure 4-25)**.

1. Click the “Create/Select Foreign National” link **(Figure 4-24)**.
2. Select the desired foreign national using the dropdown list **(Figure 4-25)**.
3. Choose the Technologies that are being reported. If “other” is checked, enter additional information in the detail box.
4. Click the Save button to return to the Foreign National screen. This screen will allow you to view your newly created Foreign National. You will have the ability to Delete, Edit, or Replace the Foreign National. Click Next **(Figure 4-26)**.

**NNSA E810** Home About Contact FAQ Exporters [Register](#) [Logout](#)

### Create / Select Foreign National

Use Existing Foreign National \*

**Individual Information**

First Name \*

Last Name \*

Phone Number \*

Fax Number

Email \*

Country of Citizenship \*

Visa Status \*

**Employment Information**

Division \*

Facility \*

**Technologies \***

- ☐ Chemical conversion and purification of U or Th (E10.2(b)(1) \*
- ☐ Chemical conversion and purification of Pu or Np (E10.2(b)(2))
- ☐ Nuclear fuel fabrication (E10.2(b)(3))
- ☐ U or Pu or other element isotope separation (E10.2(b)(4))
- ☐ Nuclear reactor (E10.2(b)(5))
- ☐ Development or use of accelerator-driven subcritical assembly systems (E10.2(b)(6))
- ☐ Heavy water production or Hydrogen isotope separation (E10.2(b)(7))
- ☐ Reprocessing of irradiated nuclear fuel or targets containing SNM (E10.2(b)(8))
- ☐ Extraction of Molybdenum-99 for medical use (E10.6(g))
- ☐ Other

Technology Detail

**NNSA** [Web Policy](#) [User Manual](#)

**Figure 0-25: Create Foreign National Screen**



**Submission #1986**

✓Foreign National was successfully saved.

**General Authorization Reporting, Deemed Export (810.6(a) or 810.6(b)) / Foreign National**

Create / Select Foreign National

Name	Citizenship	Visa Status	Phone Number	Email	Division	Facility	Edit	Delete
	United States	Other			DOD	Weapons	View/Edit	Delete

Next

NNSA Web Policy User Manual

Figure 4-26 Foreign National Screen

### 4.3.2 Application Team

This screen will allow you to choose the application team for the request (**Figure 4-27**). Members of the application team will be the only users of the system that will be able to access the specific submission being generated. Note: Exporter Managers are a part of all application teams within an Exporter whether or not they are selected.

1. Review the available names on the left side of the Application Team screen. The names are people who have accounts associated with the company you are making the request for.
2. Select team members from the left side using a single click. Selected names will appear on the right side of the screen. Remove team members from the right side using a single click. Names will appear on the left side of the screen.
3. Once the team is selected, you may e-mail the team members to notify them of the request by clicking the “E-mail” button.
4. Click “next” after you are done selecting and notifying the team.

Clicking the double right arrows assigns all team members to the request. Clicking the double left arrows removes all users that have been assigned to the request.

**Figure 4-27: Application Team Screen**

### 4.3.3 Upload Documents

In this screen (**Figure 4-28**), you will have the ability to upload supporting documentation for this request. At a minimum, you must have one document uploaded that is labeled as an Official Company Request Document before you are able to proceed to the next screen.

1. Click the Upload New File button to be taken to the Upload File screen.
2. Click the Choose File button to select a file to upload from your computer (**Figure 4-29**).
3. (Optional) Enter in a description of the file you are uploading in the Description field.
4. Select document type from the Document Type dropdown list.
5. Click the Save button. You will be returned to the main supporting documents screen where you will see your newly uploaded document. You will have the ability to Delete, Edit, or Replace the document (**Figure 4-30**).
6. Click the Next button.

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### Submission #1986

#### General Authorization Reporting, Deemed Export (810.6(a) or 810.6(b)) / Uploads

[Upload New File](#)

No Documents are associated with this Submission. Please add one via the above link.

[Back](#)

NNSA Web Policy User Manual

Figure 4-28: Upload New File Screen

**NNSA e810** Home About Contact FAQ Exporters Welcome [User] Logout U.S. DEPARTMENT OF ENERGY

### Create File Upload

#### Upload File

**\*\* NOTE: Maximum file size is 10.0 MB**

File Name \*

Document Type

Description

**\*\*WARNING\*\*WARNING\*\*WARNING\*\*WARNING\*\***  
You may not submit any classified information through the e810 system. Any classified information must be submitted separately through means of transmission appropriate for the classified information to be submitted. If you have any questions in this regard, please contact your appropriate security official.  
**\*\*WARNING\*\*WARNING\*\*WARNING\*\*WARNING\*\***

[Save](#)

[Back to Documents](#)

NNSA Web Policy User Manual

Figure 4-29: Create File Upload Screen

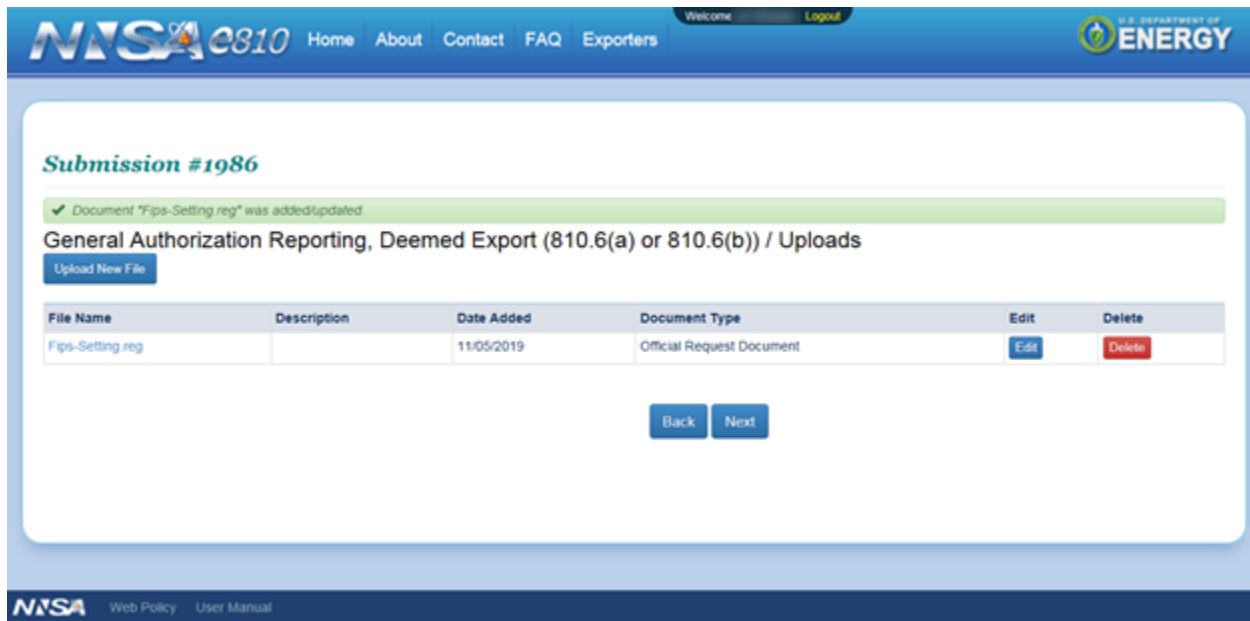


Figure 4-30: Main Supporting Document Screen

#### 4.3.4 Submission Queue Screen

In this screen (**Figure 4-31**), the User can review the information before submission. This ensures accuracy of all required fields. The Submission Queue also allows the User to revert to the previous screens if the information is missing or not correct.

1. Click the Back Button if the required information is missing or not correct.
2. Once all required information is correct, Click the Submit Button
3. A Confirm Submission popup will appear. Click Yes.

**Submission #1986**

Back Submit Print Email

**Submission Details**

Submission ID \* 1986  
 Date Created 11/05/2019  
 Submission Type General Authorization Reporting, Deemed Export (§10.5(a) or §10.5(b))  
 GAR\_DE Type Subject to 10 CFR §10.6a  
 Status Draft  
 Status Date 11/05/2019  
 Requested By [Redacted]  
 Application for Exporter [Redacted]

**Foreign Nationals**

Name	Citizenship	Visa Status	Division	Facility
[Redacted]	United States	Other	DOD	Weapons

**Documents**

File Name	Description	Date Added	Document Type
Fips-Setting.req		11/05/2019	Official Request Document

**Application Team**

[Redacted]

**Figure 4-31: Submission Queue Screen**

## 4.4 Request for Determination (810.5)

For Request for Determination, the following information is required:

- Foreign Entity or Foreign Entities.
- Application Team Members.
- Official Request Document.

Once information is ready continue through steps below:

1. Under Choose a Submission Type, select Request for Determination (810.5) using the dropdown list (**Figure 4-32**).
2. Click the Next button.

**Figure 4-32: Submission Type Screen**

#### 4.4.1 Foreign Entity

On this screen (**Figure 4-33**), you will select or add the foreign entities that are part of this request. Managing Foreign Entities for Request For Determination is the same process as is covered in Section 0. Adding an Existing Foreign Entity is accomplished by clicking on the “Use Existing Foreign Entity button”

To create a new foreign entity/entities:

1. Click the “Create/Select Foreign Entity” link (**Figure 4-33**)
2. Complete the fields in the Create Foreign Entity screen (**Figure 4-34**)
3. Click Save button.

**NNSA E810** Home About Contact FAQ Exporters Welcome [User] Logout U.S. DEPARTMENT OF ENERGY

**Submission #1987**

**Request For Determination (810.5) / Foreign Entity**

Create / Select Foreign Entity

Next

NNSA Web Policy User Manual

**Figure 4-33: Create New Foreign Entity Screen**

As an alternative, you may choose to select an existing foreign entity from the Existing Foreign Entity dropdown list (**Figure 4-34**).

1. Click the “Create/Select Foreign Entity” link (**Figure 4-33**).
2. Select the account associated with the desired foreign entity using the dropdown list.
3. Click the Save button to return to the Foreign Entity screen. This screen will allow you to view your newly created Foreign Entity. You will have the ability to Delete, Edit, or Replace the Foreign Entity (**Figure 4-35**).

**NNSA E810** Home About Contact FAQ Exporters Welcome [User] Logout U.S. DEPARTMENT OF ENERGY

**Submission #1987**

Use Existing Foreign Entity \* -Select Entity-

**Foreign Entity**

Foreign Entity Name \*

Acronym \*

Website

Address Line 1 \*

Address Line 2

City \*

State/Province

ZIP/Postal Code

Country -Select-

Save

Back to List

NNSA Web Policy User Manual

**Figure 4-34: Create Foreign Entity Screen**

**Submission #1987**

✓ Foreign Entity status was successfully added

**Request For Determination (810.5) / Foreign Entity**

Create / Select Foreign Entity

Foreign Entity Name	Acronym	Country	Edit	Delete
	NPIC		<a href="#">View/Edit</a>	<a href="#">Delete</a>

[Next](#)

Figure 4-35: Foreign Entity Screen

#### 4.4.2 Application Team

This screen will allow you to choose the application team for the request, (**Figure 4-36**). Members of the application team will be the only users of the system that will be able to access the specific submission being generated. Note: Exporter Managers are a part of all application teams within an Exporter whether or not they are selected.

1. Review the available names on the left side of the Application Team screen. The names are people who have accounts associated with the company you are making the request for.
2. Select team members from the left side using a single click. Selected names will appear on the right side of the screen. Remove team members from the right side using a single click. Names will appear on the left side of the screen.
3. Once the team is selected, you may e-mail the team members to notify them of the request by clicking the “E-mail” button.
4. Click “next” after you are done selecting and notifying the team.

Clicking the double right arrows assigns all team members to the request. Clicking the double left arrows removes all users that have been assigned to the request.



The screenshot displays the NNSA C810 web application interface. At the top, there is a navigation bar with links for Home, About, Contact, FAQ, and Exporters. The main content area is titled 'Submission #1987' and 'Request For Determination (810.5) / Application Team'. Below this, there are two sections: 'Available Application Team' and 'Selected Application Team'. Each section contains a 'Filter' input field and a list of application teams. At the bottom of the 'Available Application Team' section, there is a 'Send Email to Team Members' button. At the bottom of the page, there are 'Back' and 'Next' buttons.

Figure 4-36: Application Team Screen

#### 4.4.3 Upload Documents

In this screen (**Figure 4-37**), you will have the ability to upload supporting documentation for this request. At a minimum, you must have one document uploaded that is labeled as an Official Company Request Document before you are able to proceed to the next screen.

1. Click the Upload New File button to be taken to the Upload File screen.
2. Click the Choose File button to select a file to upload from your computer (**Figure 4-38**).
3. (Optional) Enter in a description of the file you are uploading in the Description field.
4. Select document type from the Document Type dropdown list.
5. Click the Save button. You will be returned to the main supporting documents screen where you will see your newly uploaded document. You will have the ability to Delete, Edit, or Replace the document (**Figure 4-39**).
6. Click the Next button.

**NNSA e810** Home About Contact FAQ Exporters Welcome Logout U.S. DEPARTMENT OF ENERGY

**Submission #1987**

**Request For Determination (810.5) / Uploads**

[Upload New File](#)

No Documents are associated with this Submission. Please add one via the above link.

[Back](#)

NNSA Web Policy User Manual

Figure 4-37: Upload New File Screen

**NNSA e810** Home About Contact FAQ Exporters Welcome Logout U.S. DEPARTMENT OF ENERGY

**Create File Upload**

**Upload File**

**\*\* NOTE: Maximum file size is 10.0 MB**

File Name \*

Document Type

Description

**\*\*WARNING\*\*WARNING\*\*WARNING\*\*WARNING\*\***  
You may not submit any classified information through the e810 system. Any classified information must be submitted separately through means of transmission appropriate for the classified information to be submitted. If you have any questions in this regard, please contact your appropriate security official.  
**\*\*WARNING\*\*WARNING\*\*WARNING\*\*WARNING\*\***

[Save](#)

[Back to Documents](#)

NNSA Web Policy User Manual

Figure 4-38: Create File Upload Screen

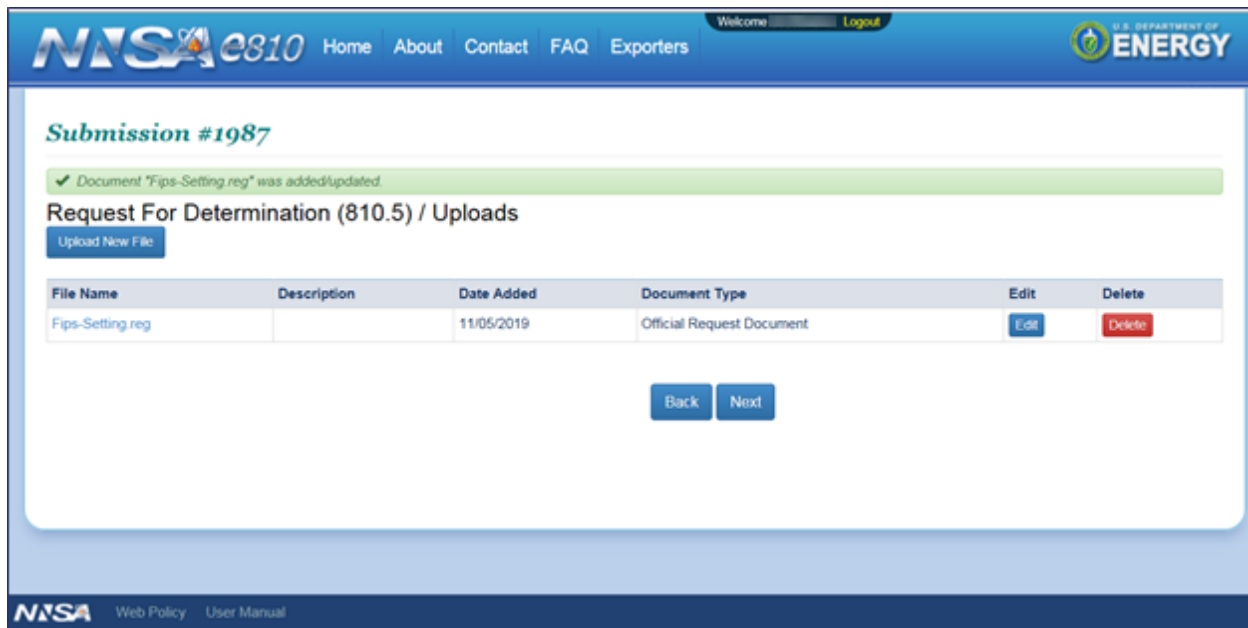


Figure 4-39: Main Supporting Documents Screen

#### 4.4.4 Submission Queue Screen

In this screen (**Figure 4-40**), the User can review the information before submission. This ensures accuracy of all required fields. The Submission Queue also allows the User to revert to the previous screens if the information is missing or not correct.

1. Click the Back Button if the required information is missing or not correct.
2. Once all required information is correct, Click the Submit Button
3. A Confirm Submission popup will appear. Click Yes.

**Submission #1987**

Back Submit Print Email

**Submission Details**

Submission ID \* 1987  
 Date Created 11/05/2019  
 Submission Type Request For Determination (810.5)  
 Status Draft  
 Status Date 11/05/2019  
 Requested By [Redacted]  
 Application for Exporter [Redacted]

**Foreign Entities**

Foreign Entity Name	Acronym	Country
[Redacted]	NPIC	[Redacted]

**Documents**

File Name	Description	Date Added	Document Type
Fips-Setting.reg		11/05/2019	Official Request Document

**Application Team**

[Redacted]

Figure 4-40: Submission Queue Screen

## 4.5 Specific Authorization Request (810.7)

For Specific Authorization Request (810.7), the following information is required:

- Foreign Entity or Entities included in the request.
- Application Team – Team Members.
- Transactions – Type of Work and Technologies.
- Contract – Business Details, Project Associated, Start and End Date.
- Official Request Document.

Once information is ready continue through steps below:

1. Under Choose a Submission Type, select Specific Authorization Request (810.7) using the dropdown list, **(Figure 4-41)**.
2. Click the Next button.

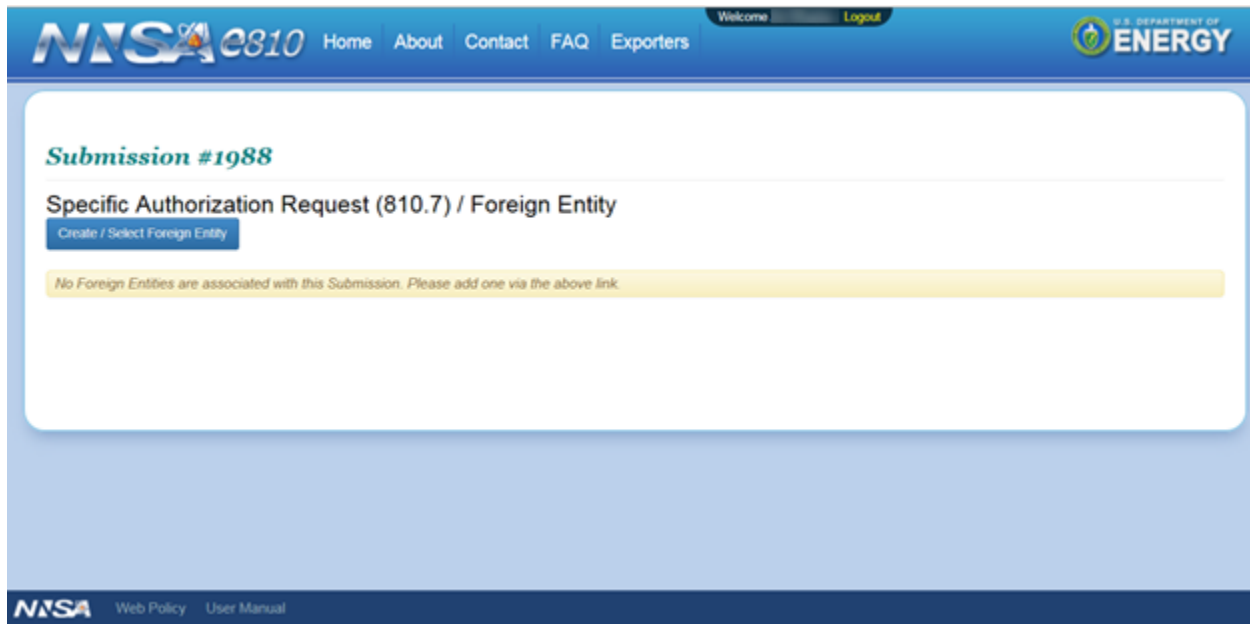
**Figure 4-41: Submission Type Screen**

### 4.5.1 Foreign Entity

On this screen (**Figure 4-42**), you will select or add the foreign entities that are part of this request. Managing Foreign Entities for Specific Authorization Request is the same process as is covered in Section 0. Adding an Existing Foreign Entity is accomplished by clicking on the Use Existing Foreign Entity button

To create a new foreign entity/entities:

1. Click the “Create/Select Foreign Entity” link (**Figure 4-42**)
2. Complete the fields in the Create Foreign Entity and POC Information (**Figure 4-42**)
3. Click Save button.



**Figure 4-42: Create New Foreign Entity Screen**

As an alternative, you may choose to select an “Use Existing Foreign Entity” from the Existing Foreign Entity dropdown list.

1. Click the “Create/Select Foreign Entity” link (**Figure 4-42**).
2. Select the account associated with the desired foreign entity using the dropdown list (**Figure 4-43**).
3. Review the list of POCs that are associated with the selected foreign entity to ensure you selected correctly.
4. Click the Save button to return to the Foreign Entity screen (**Figure 4-44**). This screen will allow you to view your newly created Foreign Entity. You will have the ability to Delete, Edit, or Replace the Foreign Entity (**Figure 4-44**).

**Submission #1988**

Use Existing Foreign Entity:

**Foreign Entity**

Foreign Entity Name \*

Acronym \*

Website

Address Line 1 \*

Address Line 2

City \*

State/Province

ZIP/Postal Code

Country

**Point of Contact Information**

First Name \*

Last Name \*

Email \*

Phone Number \*

Fax Number

Figure 4-43: Create Foreign Entity Screen

**Submission #1988**

✓ Foreign Entity \* status was successfully added.

**Specific Authorization Request (810.7) / Foreign Entity**

Foreign Entity Name	Acronym	Country	First Name	Last Name	Phone Number	Email	Edit	Delete
	NPIC						<input type="button" value="View/Edit"/>	<input type="button" value="Delete"/>

Figure 4-44: Foreign Entity Screen

## 4.5.2 Application Team

This screen will allow you to choose the application team for the request (**Figure 4-45**). Members of the application team will be the only users of the system that will be able to access the specific submission being generated. Note: Exporter Managers are a part of all application teams within an Exporter whether or not they are selected.

1. Review the available names on the left side of the Application Team screen. The names are people who have accounts associated with the company you are making the request for.
2. Select team members from the left side using a single click. Selected names will appear on the right side of the screen. Remove team members from the right side using a single click. Names will appear on the left side of the screen.
3. Once the team is selected, you may e-mail the team members to notify them of the request by clicking the “E-mail” button.
4. Click “next” after you are done selecting and notifying the team.

Clicking the double right arrows assigns all team members to the request. Clicking the double left arrows removes all users that have been assigned to the request.

**Figure 4-45: Application Team Screen**

### 4.5.3 Transaction Information

On this screen (**Figure 4-46**), you will add transaction information about this request.

1. Enter in a numerical value in the Transaction Value field.
2. Choose the closest description from the Type of Work dropdown list.
3. Choose the Technologies that are being reported. If “other” is checked, enter additional information in the detail box.
4. Click the Next button.



**Submission #1988**

**Specific Authorization Request (810.7) / Transaction**

Transaction value (US\$) \*

Type of work

**Technologies \***

- ☐ Chemical conversion and purification of U or Th (§10.2(b)(1)) \*
- ☐ Chemical conversion and purification of Pu or Np (§10.2(b)(2))
- ☐ Nuclear fuel fabrication (§10.2(b)(3))
- ☐ U or Pu or other element isotope separation (§10.2(b)(4))
- ☐ Nuclear reactor (§10.2(b)(5))
- ☐ Development or use of accelerator-driven subcritical assembly systems (§10.2(b)(6))
- ☐ Heavy water production or Hydrogen isotope separation (§10.2(b)(7))
- ☐ Reprocessing of irradiated nuclear fuel or targets containing SNM (§10.2(b)(8))
- ☐ Extraction of Molybdenum-99 for medical use (§10.6(g))
- ☐ Other

**Technology Detail**

**Figure 4-46: Transaction Information Screen**

#### 4.5.4 Contract Information

On this screen (**Figure 4-47**), you will enter contract information about this request.

1. Choose the closest description from the Business Details dropdown list.
2. Enter in a description for the Facility – Project Associated field.
3. Select a date for the Anticipated Start Date field.
4. Select a date for the Anticipated End Date field.
5. Enter in any comments you may have in the comments field.
6. Click the Next button.

The screenshot shows the NNSA E810 web application interface. At the top, there is a navigation bar with the NNSA logo, the text 'E810', and links for Home, About, Contact, FAQ, and Exporters. On the right, there is a 'Welcome' message and a 'Logout' button. Below the navigation bar, the page title is 'Submission #1988'. The main content area is titled 'Specific Authorization Request (810.7) / Transaction'. It contains a form with the following fields: 'Transaction value (US\$)' with a value of '0', 'Type of work' with a dropdown menu showing '-Select Type-', 'Technologies' with a list of checkboxes for various nuclear activities, and 'Technology Detail' with a text input field. At the bottom of the form, there are 'Back' and 'Next' buttons. The footer of the page includes the NNSA logo, 'Web Policy', and 'User Manual' links.

**Figure 4-47: Contract Information Screen**

## 4.5.5 Upload Documents

In this screen (**Figure 4-48**), you can upload supporting documentation for this request. At a minimum, you must have one document uploaded that is labeled as an Official Request Document before you are able to proceed to the next screen.

1. Click the Upload New File button to be taken to the Upload File screen.
2. Click the Choose File button to select a file to upload from your computer (**Figure 4-49**).
3. (Optional) Enter in a description of the file you are uploading in the Description field.
4. Select document type from the Document Type dropdown list (**Figure 4-50**).
5. Click the Save button. You will be returned to the main supporting documents screen where you will see your newly uploaded document. You then have the ability to Delete, Edit, or Replace the document.
6. Click the Next button.

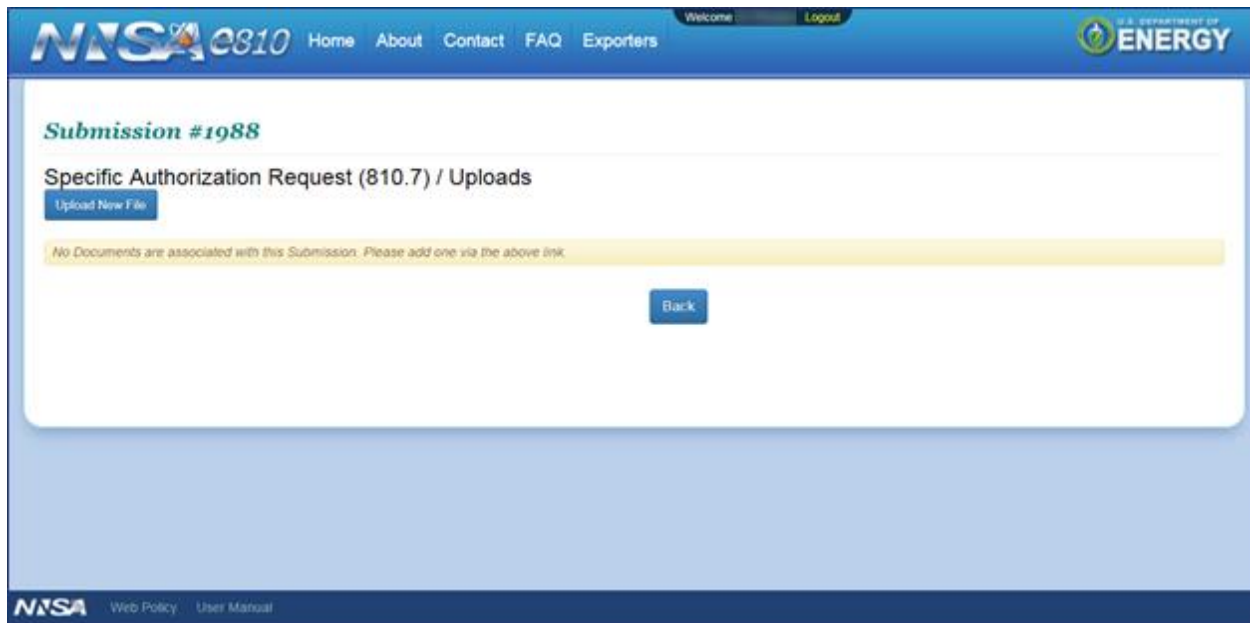


Figure 4-48: Upload New File Screen

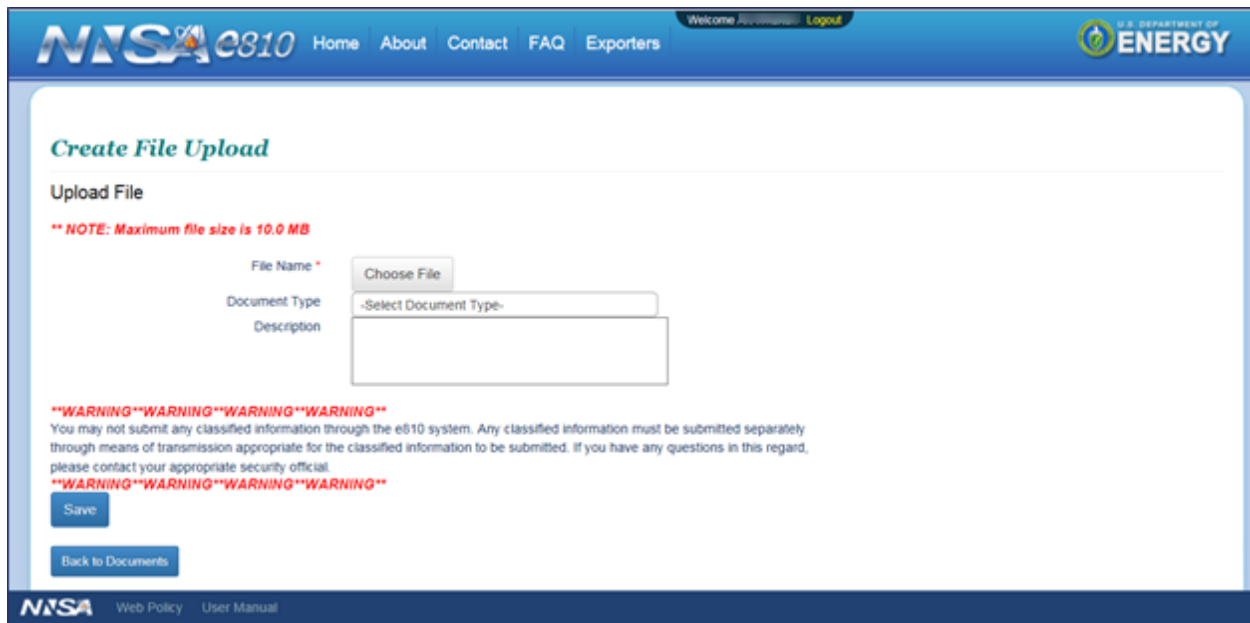


Figure 4-49: Create File Upload Screen

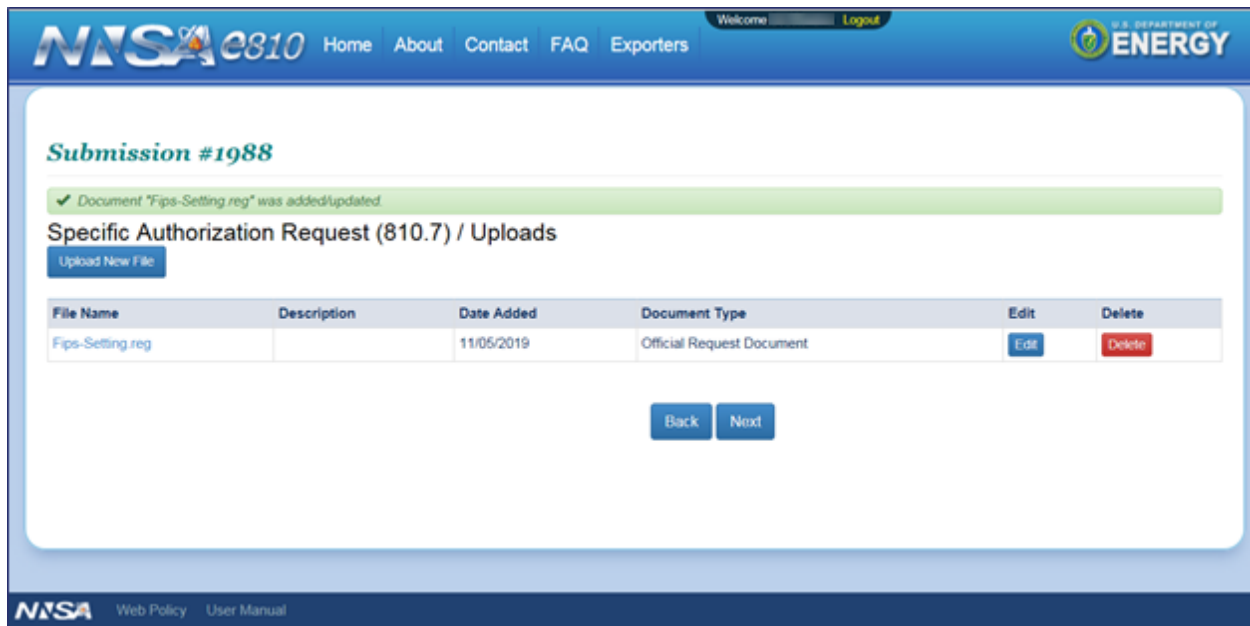


Figure 4-50: Main Supporting Documents Screen

#### 4.5.6 Submission Queue Screen

In this screen (**Figure 4-51**), the User can review the information before submission. This ensures accuracy of all required fields. The Submission Queue also allows the User to revert to the previous screens if the information is missing or not correct.

1. Click the Back Button if the required information is missing or not correct.
2. Once all required information is correct, Click the Submit Button
3. A Confirm Submission popup will appear. Click Yes.

**Submission Details**

Submission ID #: 1988  
 Date Created: 11/05/2019  
 Submission Type: Specific Authorization Request (810.7)  
 Status: Draft  
 Status Date: 11/05/2019  
 Requested By: [Redacted]  
 Application for Exporter: [Redacted]

**Foreign Entities**

Foreign Entity Name	Acronym	Country
[Redacted]	NPIC	[Redacted]

**Transaction**

Transaction value (US\$): \$150.00  
 Type of work: Development/Design

**Technologies**

Technology Detail: [Redacted]

**Contract**

Business Details: Joint R & D  
 Facility - Project Associated: [Redacted]  
 Anticipated Start Date: 11/5/2019  
 Anticipated End Date: 11/5/2019  
 Comments: [Redacted]

**Documents**

File Name	Description	Date Added	Document Type
Pipe-Setting.req		11/05/2019	Official Request Document

**Application Team**

[Redacted]

**Figure: 4-51: Submission Queue Screen**

## 4.6 Specific Authorization Request, Deemed Export (810.7)

For Specific Authorization Request, Deemed Export (810.7), the following information is required:

- Foreign National or Nationals included in the request
- Application Team – Team Members
- Official Request Document

Once information is ready continue through steps below:

1. Choose a Submission Type, select Specific Authorization Request, Deemed Export (810.7) using the dropdown list, **(Figure 4-52)**.

2. Click the Next button.

Figure 4-52: Submission Type Screen

#### 4.6.1 Foreign National

On this screen (**Figure 4-53**), you will select or add foreign nationals that are part of this request.

To create a new foreign national:

1. Click the “Create/Select Foreign National” link (**Figure 4-53**).
2. Complete the fields in the Create Foreign National screen (**Figure 4-54**).
3. Click Save button.



**Figure 4-53: Create New Foreign National Screen**

As an alternative, you may choose to select an existing foreign national from the Existing Foreign National dropdown list.

1. Click the “Create/Select Foreign National” link (**Figure 4-53**).
2. Select the account associated with the desired foreign national using the “Use Existing Foreign National” dropdown list (**Figure 4-54**).
3. Choose the Technologies that are being reported. If “other” is checked, enter additional information in the detail box.
5. Click the Save button to return to the New Foreign National Screen (**Figure 4-55**). This screen will allow you to view your newly created Foreign National. You will have the ability to Delete, Edit, or Replace the Foreign Nationals (**Figure 4-55**).

**Create / Select Foreign National**

Use Existing Foreign National \*

**Individual Information**

First Name \*

Last Name \*

Phone Number \*

Fax Number

Email \*

Country of Citizenship \*

Visa Status \*

**Employment Information**

Division \*

Facility \*

**Technologies**

☐ Chemical conversion and purification of U or Th (810.2(b)(1) \*

☐ Chemical conversion and purification of Pu or Np (810.2(b)(2))

☐ Nuclear fuel fabrication (810.2(b)(3))

☐ U or Pu or other element isotope separation (810.2(b)(4))

☐ Nuclear reactor (810.2(b)(5))

☐ Development or use of accelerator-driven subcritical assembly systems (810.2(b)(6))

☐ Heavy water production or Hydrogen isotope separation (810.2(b)(7))

☐ Reprocessing of irradiated nuclear fuel or targets containing SNM (810.2(b)(8))

☐ Extraction of Molybdenum-99 for medical use (810.6(g))

☐ Other

Technology Detail

Figure 4-54: Create Foreign National Screen

**Submission #1989**

✓ Foreign National [redacted] was successfully saved.

**Specific Authorization Request, Deemed Export (810.7) / Foreign National**

Name	Citizenship	Visa Status	Phone Number	Email	Division	Facility	Edit	Delete
[redacted]	Canada	J Visa	[redacted]	[redacted]	DOE	Materials	<input type="button" value="View/Edit"/>	<input type="button" value="Delete"/>

Figure 4-55: New Foreign National Screen



## 4.6.2 Application Team

This screen will allow you to choose the application team for the request (**Figure 4-56**). Members of the application team will be the only users of the system that will be able to access the specific submission being generated. Note: Exporter Managers are a part of all application teams within an Exporter whether or not they are selected.

1. Review the available names on the left side of the Application Team screen. The names are people who have accounts associated with the company you are making the request for.
2. Select team members from the left side using a single click. Selected names will appear on the right side of the screen. Remove team members from the right side using a single click. Names will appear on the left side of the screen.
3. Once the team is selected, you may e-mail the team members to notify them of the request by clicking the “E-mail” button.
4. Click “next” after you are done selecting and notifying the team.

Clicking the double right arrows assigns all team members to the request. Clicking the double left arrows removes all users that have been assigned to the request.

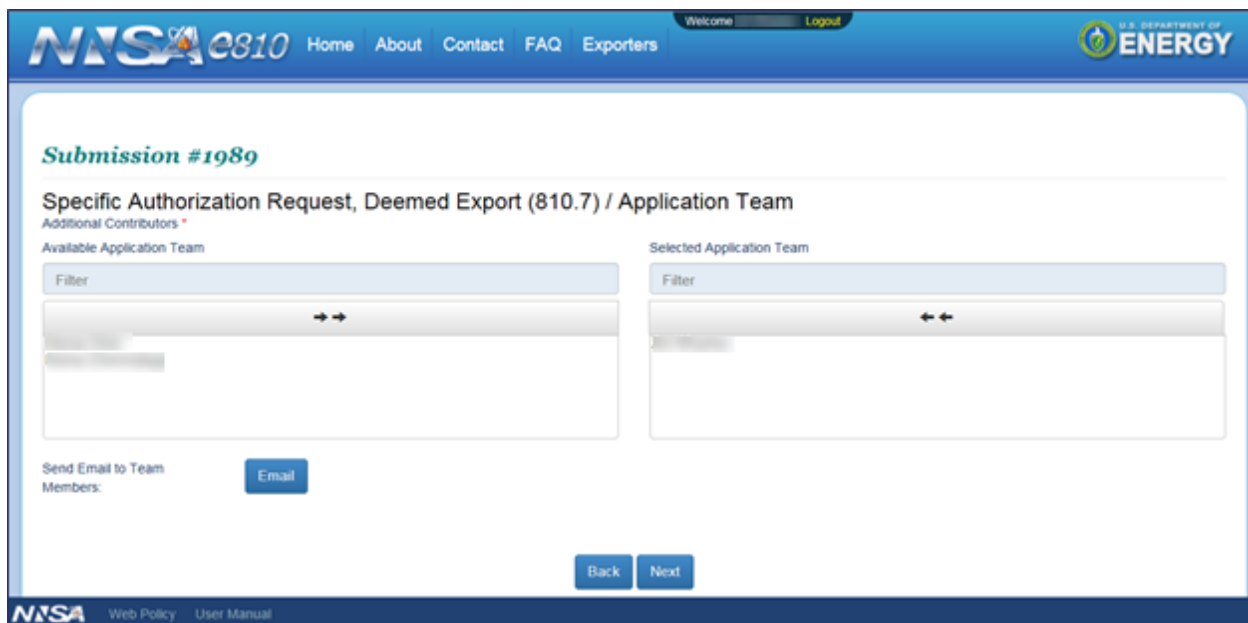


Figure 4-56: Application Team Screen

### 4.6.3 Upload Documents

In this screen (**Figure 4-57**), you will have the ability to upload supporting documentation for this request. At a minimum, you must have one document uploaded that is labeled as an Official Request Document before you are able to proceed to the next screen.

1. Click the Upload New File button to be taken to the Upload File screen.
2. Click the Choose File button to select a file to upload from your computer (**Figure 4-58**).
3. (Optional) Enter in a description of the file you are uploading in the Description field.
4. Select document type from the Document Type dropdown list (**Figure 4-58**).
5. Click the Save button. You will be returned to the main supporting documents screen (**Figure 4-59**) where you will see your newly uploaded document. You will have the ability to Delete, Edit, or Replace the document.
6. Click the Next button.

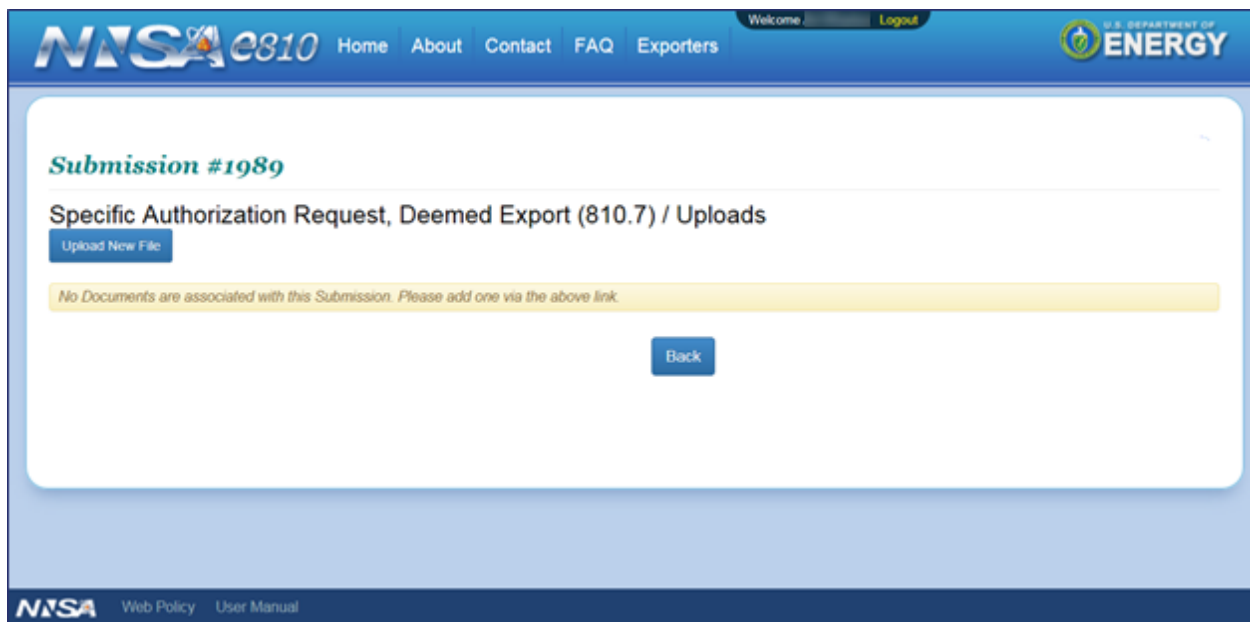


Figure 4-57: Upload New File Screen

**NNSA e810** Home About Contact FAQ Exporters Welcome [User] Logout U.S. DEPARTMENT OF ENERGY

### Create File Upload

Upload File

**\*\* NOTE: Maximum file size is 10.0 MB**

File Name \*

Document Type

Description

**\*\*WARNING\*\*WARNING\*\*WARNING\*\*WARNING\*\***  
You may not submit any classified information through the e810 system. Any classified information must be submitted separately through means of transmission appropriate for the classified information to be submitted. If you have any questions in this regard, please contact your appropriate security official.  
**\*\*WARNING\*\*WARNING\*\*WARNING\*\*WARNING\*\***

NNSA Web Policy User Manual

Figure 4-58: Create File Upload Screen

**NNSA e810** Home About Contact FAQ Exporters Welcome [User] Logout U.S. DEPARTMENT OF ENERGY

### Submission #1989

✓ Document "Fips-Setting.reg" was added/updated.

#### Specific Authorization Request, Deemed Export (810.7) / Uploads

File Name	Description	Date Added	Document Type	Edit	Delete
Fips-Setting.reg		11/06/2019	Official Request Document	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

NNSA Web Policy User Manual

Figure 4-59: Main Supporting Document Screen

#### 4.6.4 Submission Queue Screen

In this screen (**Figure 4-60**), the User can review the information before submission. This ensures accuracy of all required fields. The Submission Queue also allows the User to revert to the previous screens if the information is missing or not correct.

1. Click the Back Button if the required information is missing or not correct.
2. Once all required information is correct, Click the Submit Button
3. A Confirm Submission popup will appear. Click Yes.

**Submission #1989**

Back Submit Print Email

**Submission Details**

Submission ID #: 1989  
 Date Created: 11/06/2019  
 Submission Type: Specific Authorization Request, Deemed Export (\$10.7)  
 Status: Draft  
 Status Date: 11/06/2019  
 Requested By: [Redacted]  
 Application for Exporter: [Redacted]

**Foreign Nationals**

Name	Citizenship	Visa Status	Division	Facility
[Redacted]	[Redacted]	J Visa	DOE	Materials

**Documents**

File Name	Description	Date Added	Document Type
File-Setting.req		11/06/2019	Official Request Document

**Application Team**

[Redacted]

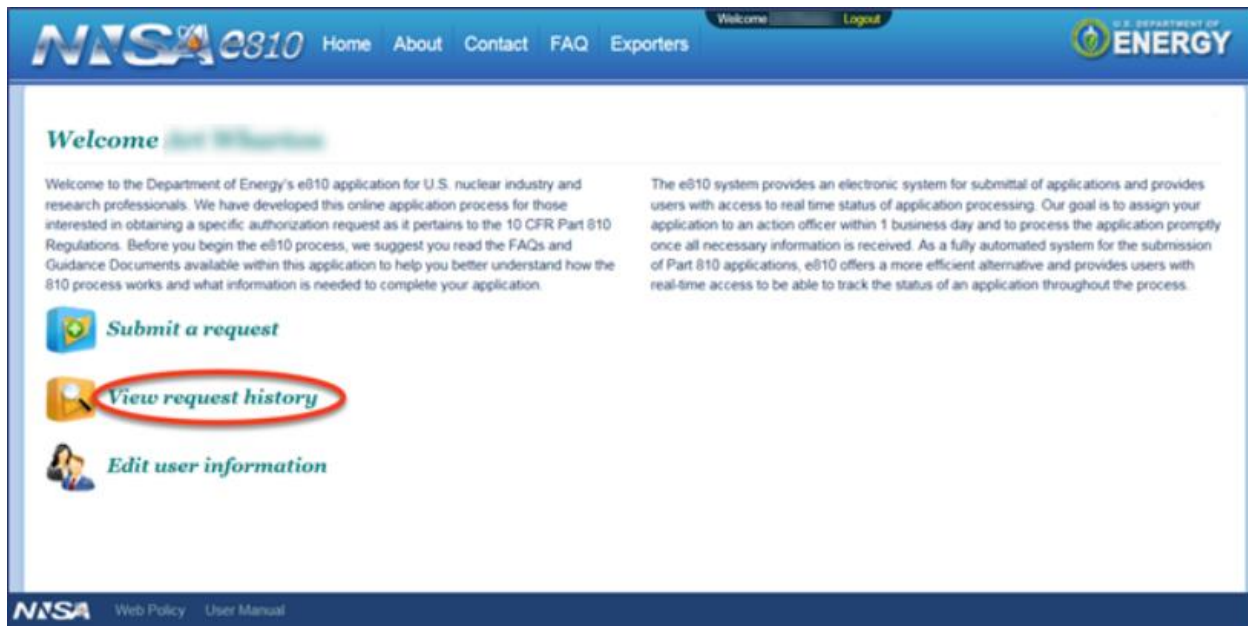
**Figure 4-60: Submission Queue Screen**

## 5.0 Reviewing Request History

In this section, you will learn how to view the requests you have made to the e810 Licensing System, modify existing requests in the system, and add documentation to requests.

### 5.1 Viewing All Requests

1. Log into the e810 Licensing System.
2. Click the View Request History link from the landing page (**Figure 5-1**).



**Figure 0-1: View request history link**

3. Edit, review, filter, amend, and add supporting documentation to existing requests from the Submission History screen (**Figure 5–2**).
4. Click on the each column header to sort the requests in ascending or descending.

The default page size for the Submission History screen shows 10 records at a time. You may change that setting to show 10, 25, or 50 records on each page by selecting the desired value on the records per page dropdown list. You may also switch from page to page using the page navigation links at the bottom left of (**Figure 5–2**).

**Submission History**

Global Search Term:

Submission ID:

Submission Type:

Foreign Entity Name:

Username:

Status:

Authorization Number:

Show  entries

Submission ID	Submission Type	Exporter	Username	Status	Authorization Number / Expiration Date	Status Date	Date Created	Actions
1473	General Authorization Reporting (810.6(a))			Report Accepted		11/19/2018	04/06/2018	<a href="#">-Select Action-</a>
1551	Request For Determination (810.5)			Response Issued		02/04/2019	06/29/2018	<a href="#">-Select Action-</a>
1561	Request For Determination (810.5)			Request Received		09/17/2019	06/30/2018	<a href="#">-Select Action-</a>
1926	Specific Authorization Request (810.7)			Request Received		06/02/2019	07/06/2019	<a href="#">-Select Action-</a>
1976	General Authorization Reporting (810.6(a))			Report Received		10/29/2019	10/17/2019	<a href="#">-Select Action-</a>
1978	General Authorization Reporting, Deemed Export (810.6(a) or 810.6(b))			Draft		10/21/2019	10/21/2019	<a href="#">-Select Action-</a>
1979	Request For Determination (810.5)			Draft		10/21/2019	10/21/2019	<a href="#">-Select Action-</a>
1980	Specific Authorization Request (810.7)			Draft		10/21/2019	10/21/2019	<a href="#">-Select Action-</a>
1981	Specific Authorization Request, Deemed Export (810.7)			Draft		10/21/2019	10/21/2019	<a href="#">-Select Action-</a>
1982	General Authorization Reporting (810.6(a))			Draft		10/22/2019	10/22/2019	<a href="#">-Select Action-</a>

Showing 1 to 10 of 16 entries

[Previous](#) [1](#) [2](#) [Next](#)

[Back](#)

**Figure 0-2: Submission History Screen**

## 5.2 Filtering Requests

This section will show you how to filter your requests into a more manageable size or look for a specific request. On the Submission History screen (**Figure 5-2**) you may filter the results of your requests into one or more specific values. You can filter by:

- Submission ID.
- Submission Type.
- Foreign Entity Name.
- Username of the person that submitted the request.
- Status of the request.
- Authorization Number.
- Status Date.
- Date Created.

You may also perform a global search which will take the value you enter and search against all fields (**Figure 5–3**).

**Submission History**

Global Search Term

Submission ID

Submission Type

Foreign Entity Name

Username

Status

Authorization Number

Show  entries

Submission ID	Submission Type	Exporter	Username	Status	Authorization Number / Expiration Date	Status Date	Date Created	Actions
1473	General Authorization Reporting (§10.6(a))			Report Accepted		11/19/2018	04/06/2018	<input type="button" value="-Select Action-"/>
1551	Request For Determination (§10.5)			Response Issued		02/04/2019	08/29/2018	<input type="button" value="-Select Action-"/>
1561	Request For Determination (§10.5)			Request Received		09/17/2019	09/30/2018	<input type="button" value="-Select Action-"/>
1926	Specific Authorization Request (§10.7)			Request Received		09/02/2019	07/26/2019	<input type="button" value="-Select Action-"/>

NNSA Web Policy User Manual

**Figure 0-3: Submission History Filter Fields**

## 5.3 Completing a Draft Request

In this section you will learn how to complete a request that is in Draft status.

1. Use the techniques from section 5.2 to do a status search for a request that has a status of Draft (**Figure 5–4**).or click on the status column header to view all the requests that are in Draft status.
2. Select Edit from the Actions dropdown list (**Figure 5–4**).
3. Walk through each of the steps and make any changes/additions necessary.
4. Click the Submit button on the last step of the request process.

**Submission History**

Global Search Term:   
 Submission ID:   
 Submission Type:   
 Foreign Entity Name:   
 Username:   
 Status:   
 Authorization Number:

Show  entries

Submission ID	Submission Type	Exporter	Username	Status	Authorization Number / Expiration Date	Status Date	Date Created	Actions
1978	General Authorization Reporting, Deemed Export (810.6(a) or 810.6(b))			Draft		10/21/2019	10/21/2019	<a href="#">Select Action</a>
1979	Request For Determination (810.5)			Draft		10/21/2019	10/21/2019	<a href="#">Select Action</a>
1980	Specific Authorization Request (810.7)			Draft		10/21/2019	10/21/2019	<a href="#">Select Action</a>
1981	Specific Authorization Request, Deemed Export (810.7)			Draft		10/21/2019	10/21/2019	<a href="#">Select Action</a>
1982	General Authorization Reporting (810.6(a))			Draft		10/22/2019	10/22/2019	<a href="#">Select Action</a>
1984	General Authorization Reporting (810.6(a))			Draft		11/04/2019	11/04/2019	<a href="#">Select Action</a>
1985	General Authorization - Operational Safety (810.6(c))			Draft		11/05/2019	11/05/2019	<a href="#">Select Action</a>
1986	General Authorization Reporting, Deemed Export (810.6(a) or 810.6(b))			Draft		11/05/2019	11/05/2019	<a href="#">Select Action</a>
1987	Request For Determination (810.5)			Draft		11/05/2019	11/05/2019	<a href="#">Select Action</a>
1988	Specific Authorization Request (810.7)			Draft		11/05/2019	11/05/2019	<a href="#">Select Action</a>

Showing 1 to 10 of 16 entries

Previous [1](#) [2](#) Next

[Back](#)

**Figure 0-4: Draft Requests**

## 5.4 Adding a report, amending or renewing a Specific Authorization

For Specific Authorizations that have been granted, a limited number of actions can be taken. You can submit a report about the activity, request and amendment or renewal of the Authorization.

In each case, the only action is after selecting the activity is to add a document.

1. Use the techniques from section 5.2 to find the request of interest.
2. Select the appropriate action.
3. You will be taken to the Upload File screen.
4. Use the techniques that you have learned from the above sections to upload a document to the system.
5. Click the Save button upload the document and return to the Submission History screen.
6. Click the Back to User Submissions button to not upload a document and return to the Submission History screen.



## 5.5 Deleting Requests which are in Draft status

In this section you will learn how to delete the requests which are in Draft status from an existing request.

1. Click on the Status column header to view all the requests that has a status of Draft or use the techniques from section 5.2 to do a status search.
2. Select Delete from the Actions dropdown list (**Figure 5-5**) of the existing requests.
3. The deleted Submissions has been removed from the Submission History requests list.

The screenshot shows the NNSA E810 Submission History page. At the top, there is a navigation bar with links: Home, About, Contact, FAQ, Exporters. Below this is a search form with fields for Global Search Term, Submission ID, Submission Type (dropdown), Foreign Entity Name, Username, Status (dropdown), and Authorization Number. Below the search form is a table of submission history. The table has columns: Submission ID, Submission Type, Exporter, Username, Status, Authorization Number / Expiration Date, Status Date, Date Created, and Actions. The 'Status' column is currently selected, showing all requests with a status of 'Draft'. In the 'Actions' column for the first row (Submission ID 1978), a dropdown menu is open, and the 'Delete' option is circled in red. Other options in the dropdown include '-Select Action-', '-Select Action-', 'Edit', and 'Application Team'. Below the table, there is a pagination bar showing 'Showing 1 to 10 of 16 entries' and buttons for 'Previous', '1', '2', 'Next', and a 'Back' button.

Submission ID	Submission Type	Exporter	Username	Status	Authorization Number / Expiration Date	Status Date	Date Created	Actions
1978	General Authorization Reporting, Deemed Export (810.6(a) or 810.6(b))			Draft		10/21/2019	10/21/2019	-Select Action- -Select Action- <b>Delete</b> Edit Application Team
1979	Request For Determination (810.5)			Draft		10/21/2019	10/21/2019	-Select Action-
1980	Specific Authorization Request (810.7)			Draft		10/21/2019	10/21/2019	-Select Action-
1981	Specific Authorization Request, Deemed Export (810.7)			Draft		10/21/2019	10/21/2019	-Select Action-
1982	General Authorization Reporting (810.6(a))			Draft		10/22/2019	10/22/2019	-Select Action-
1984	General Authorization Reporting (810.6(a))			Draft		11/04/2019	11/04/2019	-Select Action-
1985	General Authorization - Operational Safety (810.6(c))			Draft		11/05/2019	11/05/2019	-Select Action-
1986	General Authorization Reporting, Deemed Export (810.6(a) or 810.6(b))			Draft		11/05/2019	11/05/2019	-Select Action-
1987	Request For Determination (810.5)			Draft		11/05/2019	11/05/2019	-Select Action-
1988	Specific Authorization Request (810.7)			Draft		11/05/2019	11/05/2019	-Select Action-

Figure 0-5: Delete Requests under Actions